

## Stamford Patriotic and Special Events Commission

### Regular meeting - AAR

#### Minutes (draft)

Thursday December 8, 2022 at 2:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/98066585413?pwd=S1ppUmc0cDYvY25QbzBsZGVucHNadz09>

Meeting ID: 980 6658 5413

Passcode: PSEC

One tap mobile

+16465588656,,98066585413#,,,,\*864513# US (New York)

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#### **Attendees**

P&SEC Members: Xavier Shellman, Joe Colavito, Kate Cook, Hubert Delany

Special Guests: Pat Perry, Philip Gerard, Colleen Harkey

- 1) Read minutes from previous meeting
- 2) Vote on 2023 calendar
  - a. **ACTION:** Review of meeting calendar for 2023. Approved the standard monthly meetings.
  - b. **DECISION:** Commission will table discussion on special meetings for Veterans Day Parade vote on 2023 calendar for next meeting. Worried about tentative date November 6<sup>th</sup> being too far away from Veterans Day
- 3) AAR –
  - a. Planning Stage
    - Schedule of meetings
    - Early advertisement
    - Contacting participants
      - **DECISION:** Requests for VIPs include a slight ediquite. Customs and cortices protocol for the VIPs (silence photos, be attentive). Including VIP

invitations for veterans' leadership organizations (state level of VFW, American Legion, and other promenade veteran organizations).

- **ACTION:** Delany will draft troop request for 03JAN meeting.
- **DECISION:** Will consider having dress rehearsal with key leaders before the parade.

#### b. Parade

- Participants: David did a wonderful job inviting participants
- Transportation for school students:
  - Some issues with bus drivers following directions.
  - **DECISION:** The trolley for veterans was well received, however we need to be clear on the shuttle times. Creating a protocol in the event that one of the group members cannot participate.
- Participant package:
  - **DECISION:** Potentially assign numbers to the participants to simplify the parade.
- Flow of parade:
  - **ACTION:** Commission will request personnel (CERT) as a "Route Marshal" to make sure parade units do not bottleneck the parade elements.
- CERT assistance
- Police assistance

#### c. Ceremony

- Show mobile:
  - **DECISION:** Consider moving show mobile closer to Broad Street and improve sound system.
- Layout in the park of chairs:
  - **ACTION:** Reach out to CERT to see how many chairs were not used.
  - **DECISION:** Continue to use gold stars to mark off veteran seating.
  - **ACTION:** Request Boy Scouts to help direct seating.
- Run of show:
  - Choir was too quiet.
  - **DECISION:** Will ask singing group to wear uniform.

- **DECISION:** Will put waring on let of raising of the colors into show.
- **DECISION:** Conclude ceremony without ordering the ceremony to be dismissed.
- **DECISION:** Request the pipe and drum corps to play during the wreath laying ceremony.
- Speakers:
  - **DECISION:** do assigned seats for speakers as priorities, will put names of the speakers on the seats.
- Length of ceremony
- Length of time between parade end and ceremony start: advertise the start of the ceremony as “ceremony will start immediately following the ceremony.”
- Gifts for grand marshal: contact Steve Fisher, Allen Gerard, and Tom Finn on the delivery of follow up citations. Order a sign for the grand marshal vehicle.

Next meeting: January 4, 2023 at 2:00 PM

Submitted by:

Hubert Delany

Patriotic and Special Events Commission