

Stamford Patriotic and Special Events Commission

Minutes

Wednesday February 1, 2023 at 2:00 PM

The meeting was called to order at 2:11pm by Winni Paul, interim Board Clerk, with all participants joining by Zoom.

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

Meeting ID: 980 6658 5413

Passcode: PSEC

One tap mobile

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Attendees

P&SEC Members: Joe Colavito, Kate Cook, Hubert Delaney – quorum present

P&SEC Members Not Present: Dave Kaplan, Xavier Shellman

Guests: (including Veteran's Council members): Philip Alan Gerard, Pat Parry, Thomas Finn, Archie Elam, Kieran Matthew Edmondson, Colleen Harkey, Lt. Nick Montagnese, Stephen Fischer

Agenda

- 1) Introduction of Winni as temporary board clerk
- 2) Update on David
 - a. Pat Parry provided updates. David is doing well.
 - b. David wants to share some files. Stephen has some of them.
- 3) Update on meeting minutes for December 2022
 - a. **ONGOING:** Hubert has draft and will send them out to the board.
- 4) Update on meeting minutes for January 2023
 - a. **ONGOING:** Waiting for Xavier to share notes, then board to review/approve.
- 5) Possible executive session
 - a. Board did not utilize executive session.
- 6) Reminder for Memorial Day activities scheduled for May 28th, rain date June 4th.
- 7) Reminder for Veteran's Day activities scheduled for November 5th, rain date November 12th.
- 8) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov
- 9) Planning for Memorial Day activities
 - a. Parade
 - **ACTION:** Stephen Fischer to find GANTT chart

- **GENERAL ASK:** Have GAANT chart and related content available to the public.
- **ACTION:** Kate to create new jot form account and new form asking for participants. Form will be based on what was utilized for most recent Veteran's Day parade:
<https://form.jotform.com/222234410663042>
- **ACTION:** PSEC city website to be updated. Noted on Kate's to do list.
- **ACTION:** Stephen to email May 2022 participant list to PSEC email

b. Ceremony

- **ACTION:** Grand Marshall to be determined by Veteran's Council by the March meeting to be sent by the board
- **ACTION:** PSEC to order sash.
- **ACTION:** Proposed by Pat Parry - Veteran's Council to put together list of potential speakers (i.e. Ron Farina from CCSU). Board can also put forth suggestion of speakers.
- **ACTION:** Proposed by Pat Parry – Opening and/or closing prayers. Joe Colavito recommends Chaplain Marcus and to share information to Veteran's Councils. Stephen to reach out to Phil.
- **ACTION:** Hubert to send updated draft VIP letter and troupe requests to the board, local officials, federal representation.
- **ACTION:** Hubert to contact Commissioner Saadi to extend invitation to them and their respective veteran's groups
- **ACTION:** Joe to contact National Guard quintet
- **ACTION:** Phil to email list of VFW members to PSEC

The meeting was adjourned at 3:00 PM.

Next meeting: March 1, 2023 at 2:00 PM

Submitted by:

Winni Paul

Patriotic and Special Events Commission