

Stamford Patriotic and Special Events Planning Group

**** SPECIAL MEETING MINUTES ****

Thursday May 18, 2023 at 2:00pm

The meeting was called to order **at 2:05pm** by Kate Cook, with all participants joining by Zoom.

<https://us02web.zoom.us/j/87191603995?pwd=M0dlTyt3OXd5SXphZnNXQXJUQ1hYQT09>

Meeting ID: 871 9160 3995

Passcode: PSEC

One tap mobile

+16469313860,,87191603995#,,,,*476503# US (New York)

+13017158592,,87191603995#,,,,*476503# US (Washington DC)

Attendees:

P&SEC Members: Kate Cook, Hubert Delany

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

Guests: Philip Alan Gerard, Kieran Matthew Edmondson, Rachel Alonso-Mendoza, Colleen Harkey

Agenda

- 1) Planning for Memorial Day activities (May 28th, rain date June 4th)
 - a) Program
 - i) Kate has made updates from the Veteran's Day Parade
 - ii) Screen sharing for attendees to help edit document during meeting
 - iii) Discussion regarding "Laying of Wreath & Amazing Grace"
 - (1) Alan Gerard will follow-up with Marco regarding reach out to widow
 - (2) Once confirmation received, Kate will reach out directly to widow Battinelli
 - iv) Estimate printing 150 programs by Thursday May 25th
 - v) Three Volley Salute
 - (1) Alan Gerard to confirm if it's both Stamford and Norwalk PD Honor Guard participating
 - vi) Grand Marshal Bio – Alan Gerard to finalize and provide to Kate
 - vii) Veterans Resource Center – Kate to add information regarding location and hours of operation
 - b) City of Stamford Departments:
 - i) Kate met with SPD, Parks & Rec, Traffic, etc
 - ii) Street closure is set
 - iii) Parking spots on Main Street will be reserved
 - iv) Bus parking for public school students is set
 - v) Location of stage: Broad St by McDonalds confirmed & approved
 - c) Sound System
 - i) Kate in negotiations to finalize
 - d) Grand Marshal
 - i) Last year sign was ordered for the tram
 - ii) Discussion of year-to-year general sign, with addition of decal

- e) Personalized Plaque – Clark Trophy
 - i) Kate will reach out to get it ordered
 - ii) Usually received with the proclamation at the same time
 - iii) Alan Gerard shared photo of a past plaque
 - f) Citation –
 - i) Per Hubert, is ready to go
 - ii) Hubert will express mail to Kate
 - g) Speaker
 - i) Kate will ask Gregg for a short bio
 - ii) Will see if there's room for it to be included in the program
 - h) Trolley
 - i) Confirmed for veterans
 - i) Mall
 - i) Reached out about closing the ramp. Awaiting confirmation
 - j) Promotion
 - i) Kate to send blogger/influencer list
 - k) Participant Information Packet
 - i) Kate to finalize
 - l) Lineup
 - i) Kate to draft and send via email. Would like feedback by tomorrow
 - m) Local Live
 - i) Awaiting confirmation
 - ii) Discussion
 - n) Photography
 - i) Bernie is unable
 - ii) Kate has reached out to a few. No luck yet.
 - iii) Stamford High School has a photography class. Alan Gerard to get information.
 - iv) Rachel will ask Aaron if can assist
 - o) News Items/Homepage/Mayor's Letter
 - i) Rachael will follow up with Aaron/Lauren about posting to the City website
 - ii) Rachel will include information to the internal staff newsletter
 - p) Parade Permit
 - i) Winni will assist Kate to ensure it's approved
 - q) Troop Request
 - i) Per Hubert, after this weekend will have confirmation of troops participating
 - ii) Hubert's chief of staff will keep Kate updated, sharing list will also be shared with Alan Gerard to add to his script.
- 2) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov
- 3) General discussion (non-agenda items)
- a) Mayor's Multicultural Council hosting event on Sunday May 21st at Mill River Park
 - i) Kieran will be at table representing the Stamford Veterans Center

The meeting was adjourned at 2:47 pm

Memorial Day Parade Special Meetings at 2:00pm on the following days:

Tuesday May 9th-	Thursday May 11th
Tuesday May 16th	Thursday May 18th
Tuesday May 23 rd	Thursday May 25 th

Next regular meeting: June 7, 2023 at 2:00 PM