

## Stamford Patriotic and Special Events Commission

**\*\* SPECIAL MEETING MINUTES (draft) \*\***

Tuesday October 17, 2023 at 2:00 PM

The meeting was called to order at **2:00 pm** by Chairperson Xavier Shellman, with all participants joining by Zoom or by phone.

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

Meeting ID: 871 9160 3995

Passcode: PSEC

One tap mobile

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### **Attendees:**

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

P&SEC Members Not Present: Dave Kaplan

Guests: Kieran Matthew Edmondson, Steve Fischer, Pat Parry, Philip Alan Gerard, Colleen Harkey

### **Agenda**

- 1) Planning for Veterans Day activities (Nov. 5<sup>th</sup>, rain date Nov. 12<sup>th</sup>)
  - a) Parade Planning
    - i) Parade permit application update
      - (1) Xavier – received notification application is going through approval process; has no further updates. Asks interim board clerk, Winni, if she’s seen anything other than the approvals.
        - (a) Winni reports no notice of any outstanding issues or items board needs to address.
    - ii) Participant registration update
      - (1) Kate – sent email as of this morning of current registrants. List of outstanding sent to regular meeting attendees to follow-up. Almost have 40 participants, which is average.
      - (2) Hubert – Org is good to go. Knights of Columbus is in progress, Brian will reach out to them. Toys For Tots hasn’t responded yet, Brian will reach out.
      - (3) Kieran (via chat) – “The Stamford Veterans Resource Center has just confirmed, that they will be participating in the Veterans Day ceremony, with a big truck, and volunteers of the Veterans Resource Center, will be wearing their new red shirts, given to them by Carmen Hughes, Director of Diversity, Equity, & Inclusion.”
      - (4) Xavier – received email from her union (UAW) requesting participants. Kate is unfamiliar. Xavier will follow up with Arnold Knittel, veteran rep for UAW.
      - (5) Brief discussion of additional parade participants
      - (6) Alan (via chat) – “Please email James Dudley, Commander of Catholic War Veterans to participate, [email address redacted], so they can officially RSVP and you can have them listed in the Program.”
        - (a) Hubert – will contact and requests Alan to provide phone number. Alan provides phone number.
        - (b) Steve – heard from James, he’ll march with another group
      - (7) Alan (via chat) – “Also Please contact Bill Mc Girr, Marine Corps League, Lock City Detachment to officially participate. [email address redacted]”
        - (a) Hubert – will reach out

- (8) Alan (via chat) – “The Marine Corps League will probably march with the Iwo Jima memorial as they have done in the past but need to be recognized in the line up.”
  - (a) Alan – Marine Corp League and Iwo Jima are usually in the lineup next to each other. Offers to assist Kate in contacting them
- iii) Grand Marshal
  - (1) Sash & Plaque
    - (a) Kate – needs confirmation on what to put on the plaque
      - (i) Hubert – will send Kate information regarding spelling, rank, etc.
    - (b) Pat (via chat) – “Doesn't he have a sash?”
      - (i) Kate – Bouchard will have a sash
  - (2) Vehicle
    - (a) Kate – in contact with Parks staff, jeep available. If Bouchard marches alone, are there people available to walk in front of him with the sign?
    - (b) Brief discussion if he walks, should he be up front with the VIPs, etc.
    - (c) Brief discussion regarding whether he'll be in uniform.
      - (i) Alan will follow up
- iv) Marketing update
  - (1) Graphics
    - (a) Kate – will send final digital graphic this afternoon
  - (2) Print/Digital & Press Release
    - (a) Kate – thanks Winni for assisting on getting account. Missed deadline to have it posted for this past Sunday.
    - (b) Dates of when ads will be posted: Thur 10/19, Sun 10/22, Sun 10/29, Thurs 11/02
    - (c) General discussion of digital advertising and views.
    - (d) Kate – printed posters will be ready this afternoon. She will pick up.
    - (e) Hubert – still owes Kate info for press release. Needs additional info from Stamford VPP (Colleen Harkey).
      - (i) Colleen (via chat) – “I'll just email the information to Kate”
- v) VIP Invitations
  - (1) Hubert – gave brief update
- vi) Troop Requests
  - (1) Hubert – met with General Evon yesterday. He's tracking
- b) Ceremony Planning
  - i) Guest speaker will be grand marshal
  - ii) Proclamation/Citation
  - iii) Opening Prayer – Rabbi Philip Schechter (confirmed)
  - iv) Closing Prayer – Reverend Winton Hill (confirmed)
  - v) Talent
    - (1) National anthem
      - (a) Kate – provided update regarding school musicians. Was referred to Stamford High chorus director; only 1 student available.
        - (i) Hubert – leads brief discussion of alternatives.
          1. Kate – will reach out to Fairfield County Police Pipes & Drums.
          2. Hubert – will reach out to community members who sing.
      - (b) Colleen – suggests going back to school to see if student is willing. Madrigal training, very professional. Recommends the appropriate dress attire for the event.
      - (c) Alan – backs up Colleen, gave context of recent anthems performed by singular personnel

- (2) Amazing Grace
  - (a) Hubert – FCPPD is confirmed to perform
- (3) TAPS
  - (a) Hubert – leads brief discussion.
    - (i) Alan confirms that SEA Cadet is good to go and back up will be electronic bugle. He'll provide Hubert will updated rank and information for the cadet.
  - (b) Pat – Norwalk has someone who plays TAPS. Available as a backup if needed.
- (4) Three Volley Salute
  - (a) Hubert – Police Department Honor Guard, can someone confirm?
  - (b) Pat – Police Department confirmed that they will bring Norwalk and perform the Three Volley Salute.
- vi) SVPP
  - (1) Hubert – asks Colleen for updates.
  - (2) Colleen – doesn't have anything to share during the meeting with attendees. Will email information to Kate.
  - (3) Xavier – asks Colleen when she'll send the information.
    - (a) Colleen – will send details to Kate by tomorrow for press release.
- vii) Wreath laying
  - (1) Hubert – cadets are set to lineup. Bouchard has agreed to have family join.
  - (2) Alan – as backup, can solicit veterans to go up with General Bouchard. Will follow up with Bouchard and his family this weekend
- viii) Flag raising
  - (1) Hubert – raising color by Stamford Police & Honor Guard.
  - (2) Pat – confirmed with Andy.
  - (3) Hubert – asks for thoughts on run of show on this as in past. Asked Pat to assist. She agrees.
- c) Photographer
  - i) Kate – reiterated update from previous meeting.
  - ii) Xavier – will reach out to the Mayor's office for suggestions and alternates
- d) Miscellaneous updates
  - i) Local Live – confirmed
    - (1) Steve – will reach out now, ahead of PSEC publicity, to see if link is ready.
  - ii) City website
    - (1) Xavier – asked about Aaron (Mayor's office) updating with graphics/info.
      - (a) Kate – will follow up.
  - iii) Alan – consider band request in the future (i.e. Marine Corps, Navy, etc.).
    - (1) Hubert – clarifies form only has Army/National Guard. Had previously reviewed with Joe Colavito what was done (i.e. troop request for specific unit with band).
  - iv) Kate – needs confirmation of stage and sound system rental from company.
    - (1) Shared brief overview of how it worked for Memorial Day Parade.
  - v) Alan – suggest get promo of parade in the Mayor's weekly newsletter
    - (1) Kate – will add that to her request when asking about the website.
  - vi) Trolley
    - (1) Brief discussion of trolley transport of participants.
    - (2) Kate – will follow up.
  - vii) Kieran – Carmen via SVRC request transit for veterans to get to start of parade
    - (1) Steve – initiated brief discussion of not crossing wires in planning trolley.
    - (2) Xavier – clarified with Kieran. Carmen is requesting truck, not the trolley.

- 2) Reminder: any questions can be sent to [StamfordPSEC@StamfordCT.gov](mailto:StamfordPSEC@StamfordCT.gov)
- 3) General discussion (non-agenda items)
  - a) Kieran shared the following updates:
    - i) Tuesday, October 17th- Stamford Veterans Resource Center (SVRC) hosted presentation on transportation, social services, and health care benefits.
    - ii) Tuesday, October 17th- Carmen Hughes visited SVRC for a general board meeting to discuss topics of Veterans Day Parade/Ceremony (Sunday, November 5<sup>th</sup>; rain date: November 12<sup>th</sup>) including trolley for military veterans; food items for the Veterans Appreciation Thanksgiving Lunch (Monday, November 20<sup>th</sup>, 11:30am-1:30pm, 4th floor of Stamford Government Center).
    - iii) Wednesday, November 8<sup>th</sup> & Thursday November 9<sup>th</sup>- morning Veterans Day ceremonial events, at both Stamford High School and Westhill High School.
    - iv) Friday, November 10<sup>th</sup>- Volunteers/Members of the SVRC, American Legion, Veterans of Foreign Wars, and the Veterans Council, will visit senior veterans at the Brighton Gardens of Stamford, at 11:30am.
    - v) Saturday, November 11<sup>th</sup>- 11/11 ceremony at St. John Park, on West Main Street, at 11:00am.
  - b) Hubert – thanks interim board clerk, Winni, for taking care of board, ensuring they’re squared away, and on task.
    - i) Xavier – agreed and thanked clerk for assistance.
    - ii) Winni – acknowledged thanks; is happy to help.

Meeting adjourned at 2:50pm

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

<del>Tues October 10<sup>th</sup>-</del>	<del>Thurs October 12<sup>th</sup></del>	<del>Tues October 17<sup>th</sup></del>	Thurs October 19 <sup>th</sup>
Tues October 24 <sup>th</sup>	Thurs October 26 <sup>th</sup>	Tues October 31 <sup>st</sup>	Thurs November 2 <sup>nd</sup>

Next regular meeting: November 1, 2023 at 2:00 PM

*Minutes submitted by Winni Paul (interim PSEC board clerk)*