

## **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

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### **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 28<sup>th</sup>, rain date June 4<sup>th</sup>)
  - 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 25<sup>th</sup>
    - 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](mailto:StamfordPSEC@StamfordCT.gov)
- 3) General discussion (non-agenda items)
- a) Mayor's Multicultural Council hosting event on Sunday May 21<sup>st</sup> 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:

<del>Tuesday May 9<sup>th</sup>-</del>	<del>Thursday May 11<sup>th</sup></del>
<del>Tuesday May 16<sup>th</sup></del>	<del>Thursday May 18<sup>th</sup></del>
Tuesday May 23 <sup>rd</sup>	Thursday May 25 <sup>th</sup>

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