

250th Anniversary Committee

Meeting Minutes July 9, 2014

Members Present: Darren McClellan, Carol Ann Jordan, Norm Jordan, Jane Beckwith, and Barbara Powers. Carrie Dyer, Catherine Adams and Stephanie Korupp were unable to attend. Mike McGovern was present as our staff rep.

1. Minutes

The minutes were approved with two corrections: Mike isn't a member and should be listed as the staff representative. Also Tiley Kelley's name was misspelled. It should be Tillie.

2. Updates:

•Letterhead (Catherine)

Catherine was going to have a mock up available; will need to wait until August to see what she's able to offer.

•Banners/new portable banner (Catherine/Carol Anne)

Carol Ann has arranged to display the banner at the Wet Paint Auction on Sunday, July 13. We will get it from Catherine's house to her in a timely way. (NOTE: Done!)

•Portland Symphony, Ft. Williams Foundation and 250 Committee Partnership News (Barbara and Catherine)

This subcommittee met again. The goal is to take a proposal to the Fort Williams Advisory Board and the Town Council in September. Corporate sponsors are currently being approached.

Mike suggested that it would be best if all sponsor and host contributions were able to go through the FWFoundation. He also

suggested that Barbara get in touch with Bob Malley in order to get on the agenda for the FWAdvisory Commission in September. Mike gave Barbara a copy of the Fort Williams Park Group Use Policy. A 5000 maximum number of guests was noted.

He suggested that there should be a dialogue on the needs and expectations of the event with joint decisions of the parties involved the goal.

Mike was asked if alcohol sales were complicated. He suggested using a licensed caterer who would already own appropriate liability insurance.

It was noted that fireworks are under consideration as well. Jane noted that the price may be steeper than practicable. (Note: Barbara later learned from Bob Malley that fireworks may run substantially more than \$10,000 and also complicate parking arrangements. He suggested waiting for another year. This updated info will be shared at the next joint planning meeting.)

3. Publicity options (Barbara and others):

•Cape Courier

Barbara will be preparing a press release for the Cape Courier. She also will give a brief overview at the next Town Council meeting and introduce the banner. (NOTE: The press release is included with these minutes.)

•Cape Community Services

She also met with Russell Packett, the Director of CE Community Services. They would be happy to run event information for us in their brochures and discussed deadlines. For example, to be in the fall edition for the November 1 Inn by the Sea event, they would need language from us by the end of July. He also said they would consider options of their own for family celebration opportunities.

Carrie confirmed via email the offer from Inn by the Sea to acknowledge the 250 anniversary Nov. 1, 2014 with an open house

for Cape residents with music and light hors d'ouvres plus a cash bar. On Nov. 1, 2015 they envision a ticketed gala dinner but welcome our feedback. All present were very pleased with the Inn's generous offers.

Barbara will double check with Carrie about what can be publicized in the Community Services brochure for fall release.

Signage:

Darren will reach out to Bob Malley about adding new language to the Welcome to Cape Elizabeth sign.

4. Additional thoughts about issues and event dates for next spring/summer/fall -- let's get our list started!

•Cape Historical Society

Mike suggested some presentations on Cape history through the historical society's sponsorship perhaps during the winter. Earl Shuttleworth and Steve Bromage were both suggested as speakers.

The ME historical Society may wish to be involved, too – Darren will make contact regarding the availability of Earl Shuttleworth.

Mike also suggested making contact with the South Portland Historical Society. Barbara thought that John McCall, former minister of the First Congregational UCC in South Portland, was now president. She offered to get in touch.

Mike also noted that there was a carry forward in this year's municipal budget of \$15,000, which has been added to the 250 Committee budget. The grand total is now \$25,000. He mentioned it because some honorariums may be needed for high profile speakers as well as other costs the committee is considering.

The Local Buzz, owned by Town Councilor Jamie Wagner, may also be interested as a venue for events as well. Someone will want to contact Jamie as well.

Dates so far:

Nov. 1, 2014: Inn by the Sea kick off reception

May 26, 2015: Memorial Day parade

June 13 or 20, 2015: Family Fun Day – We need to be in touch with Ted Smith or Frank Butterworth about a 250 focus next year, which Ted already mentioned in the Courier in the context of this year's cancellation. Darren will reach out to them. A presence in the parade and a family celebration at the park would be terrific.

Summer 2015 bus tours: We are thinking of several weekdays and Saturdays beginning 9:30 or 10:00. Southern Cape tour has already been developed and is ready to go; another tour for Northern Cape needs to be developed. Jane and Norm indicated that this is in the works. The Cape Elizabeth Home for the Aged is the former Dyer home on the corner of Sawyer and 77. They have invited bus tour members to stop by for tea and also would welcome a banner!

Summer 2015 open houses at the Cape Historical Society were also discussed.

Summer docent-led discussions on a “visit historic sites” day – this vision is for a day when residents and others could visit several CE sites and, on the hour and half hour, listen to a ten-minute presentation about that site. So far, ideas for stops include:

Kettle Cove

Town Hall

Spague Hall

Spurwink Meetinghouse – open to the public (Janet Hannigan knows available dates – Carol Ann to call her)

Jordan farm

Lions Club School – Bowery Beach School House

Dyer House

South Portland Historical Society – Spring Point / Fort Preble

Lighthouse at Portland Head

Saturday, August, 29: “A Night at the Light” -- PSO at Fort Williams co-sponsored by the Fort Williams Foundation. Some proceeds would benefit the Children’s Garden.

Saturday, November 1, 2015: Gala ticketed dinner at Inn by the Sea.

Jane will share this beginning list of events with the historical society. Barbara noted that the school will also have performances about CE history and a mural unveiling as a result of their CEEF grant-funded artist in residency which will begin in the fall.

•Other discussions:

Mike announced that he has asked each Town Department to develop a 250th anniversary activity or presence:

- Police
- Fire Department and EMT
- Community Services
- Schools
- Library (Rachel’s summer story program for next year)
- Public Works

Tilly Kelly and Mr. Green are the best ones to help consider access to historic properties as part of the Sprague Corporation. One idea was to send two people to their board of directors meeting. Norm will be in touch and keep us posted.

Norm will also contact the Lions Club president to see if they would like to offer a pancake breakfast the day of the docent-led historic site presentations.

Cathy Cotter is the Rotary President. Barbara knows Cathy and will be in touch about a possible activity sponsored by that group.

5. OTHER:

Next time let’s explore the following...

- ME Historical Society (Darren) and the Cape historical society (Jane and Norm) partnership ideas.

- What might the South Portland Historical Society offer?

- Sprague Corporation partnership ideas – Norm.

- Carol Anne – Cape Farm Alliance thoughts.

- Catherine to bring the bill for the banner to Mike.

- Other event ideas or organizations to contact? The letterhead is becoming more critical for our outreach efforts. Hopefully copies will be available very soon.

- Darren will bring a mock up of the proposed banner so we can visually review potential size and location of the banners on the streetlights near Town Hall.

- Suggested reading: William B. Jordan's History of Cape Elizabeth

A reminder of the To Do List:

Catherine: Bring letterhead final mock up and banner bill to the next meeting; discuss sponsor interest in the PSO event.

Carol Anne: Post banner at Wet Paint Auction; call Janet Hannigan re: availability next summer of the Spurwink Meetinghouse; be in touch with Farm Alliance about their ideas.

Norm: Speak with the Lions Club and Sprague Corporation board members.

Jane: Continue conversations with the historical society members about sponsoring speakers next year, producing a calendar of events as part of the regular calendar sale, and consider potential open house opportunities in the Public Safety new site.

Darren: Contact Bob Malley re: Welcome Sign, Ted Smith or Frank Butterworth re: Family Fun Day; also, create mock up of the banner.

Barbara: Contact Cathy Cotter from Rotary and John McCall re SP Historical Society; write press release and give brief overview to the Town Council; get information to Russell Packett at Community Services re: Nov. 1 event (confirm one last time with Carrie Dyer).

Carrie: Discuss the Nov. 1 event in more detail.

NEXT MEETING: Tuesday, August 12 @ 7:00 p.m. in the second floor Town Hall conference room.

Hope everyone can make it!