

# 250<sup>th</sup> Anniversary Committee

Meeting Agenda  
January 19, 2015

Members: Carol Anne Jordan, Norm Jordan, Jane Beckwith, Stephanie Korupp and Barbara Powers.

Mike McGovern, our staff representative, and Catherine Adams were not present.

1. Review and approval of the November minutes. Still awaiting bus confirmation for tours; Mike offered to follow up. NOTE: It was decided to ask for only the two Saturday mornings – May 2 and 9.
2. Treasurer's Report (Mike) – Will wait until February for a update.
3. Event Review:
  - a) Welcome to and discussion with the Family Fun Day Chair Frank Butterworth, his wife Debbie, and Frank's co-chair Karen Pride. Debbie will serve as liaison between 250<sup>th</sup> Committee and Fun Day Committee and will get a small committee together to work on child friendly activities to support the anniversary.

Parade theme – “We’re Going to Party Like It’s 1765!” Ideas: walk as a group in costume (committee, invite long time Cape family members). Since kindergarten is making a birthday cake with a visiting artist, Debbie shared idea to involve kids marching in the parade with a cake as a float, with the children holding a total of 250 flags. Kids could also hold a 250<sup>th</sup> banner in front of the float. (NOTE: a Cape resident owns Fast Signs – Darren will investigate using them for a banner.)

Event ideas: Games and crafts for around 250 kids, committee willing to reimburse the minimal expense involved - bubbles, puppet show, kites, wooden ball toy, etc. Karen suggested a historic scavenger hunt or Geocache, and costumed speakers throughout the Fort. Performing Pond Cove's fourth grade dramatic presentation of Cape's history at the event's tented “stage” was suggested and welcomed.

- b) Update re: A Night at the Light. Saturday, July 25 with rain date of Sunday, July 26. Barbara still working diligently with the committee on event sponsors and host committee membership. Approximately \$12K of \$90K identified to date with several more strong leads. Still working on VIP experience for 250 people at a cost of \$250 to include lighthouse tour, cocktail party, exclusive (reserved) seating, etc. to generate additional funds, in an effort to keep the ticket cost at \$20 for

audience. No more than 3000 participants. Also looking into food options in addition to the Fort's current vendors. This event has not yet been formally contracted though the orchestra is standing by – waiting for confirmation of stronger financials to support the event.

- c) Update re: Video production of Cape's history by the Campbell brothers. Proposal is a Saturday, March 14 first viewing. Intend to use that event to introduce community to event schedule, host committee option for the symphony, etc.

NOTE: Darren to see if Town Hall would be a possible venue for this.

- d) Update from Maine Historical Society:

- New residence now in place at the Public Safety building.
- Bus tours planned for May 2 and May 9. Norm has plan in place for South end of town tour, North end of town under development but should not pose problems. Joe Higgins and Jack Boyce will assist with that tour. Intend to publicize via Courier (see below). Karen suggested a preview with Town Council members and media a couple of weeks ahead of the planned tours to generate interest.

- Sprague Corp. interest via Tilley Kelley. Barbara will connect with her for a possible lunch meeting, to include Norm and Stephanie.

NOTE: Norm to send Barbara her contact info.

- 4. Review of the list of other events, secure dates (when available), and task assignments

NOTE: An updated list of events in chronological order is attached with these minutes. Most are now hard dates; others will need final confirmation, but are close!

- a) May 1 hanging of town banners

- b) Earle Shettleworth re: John Calvin Stevens/UNE Art Exhibit (Darren). Wednesday, May 13 event planned, hopefully at Town Hall. Darren needs event copy for a Courier ad. Barbara will connect with Delano Park neighborhood association on possible home drive or walk through tour to coincide with this event.

- c) October 4 historic sites program with Lions Club Pancake Breakfast. NOTE: Barbara to recruit interested teachers to sponsor a 7<sup>th</sup> grade commitment to research and write a script each of the 8-10 sites, and perhaps serve as docents at each in the fall. Meeting with CEMS faculty planned for Monday, January 26 at 2:45 pm.

TO DO: Norm and Jane to identify the 8-10 sites and provide whatever information is currently available for middle schoolers' research and/or suggest people to interview.

- d) Turkey Hill Farm's ice cream social. Saturday, June 20 date tentatively scheduled.

TO DO: Someone needs to volunteer to be in touch with Megan Wakefield to assess her continued interest in the ice cream social. Please let the Chair know if interested.

- e) Farm to Table Dinner or 1765 Dinner/Challenge with notable chefs in September?? If not Turkey Hill Farm, perhaps in Sprague Hall?

TO DO: Darren to investigate.

- f) Strawberry Festival. June 27. Carol Anne will coordinate 250 presence at that event.

- g) Memorial Day Parade.

TO DO: Darren will order banner.

- h) Pond Cove dramatic presentation and unveiling. Likely the second week in May at the school following the artist residency. Stephanie will be our school contact person.

- i) Garden "nosegay" event at Jordan Farm. Saturday, August 22 with rain date of Sunday, August 23 tentatively planned. Norm will coordinate.

TO DO: Jane will obtain Amy Witt's proposal for modest funding -- she is willing to provide supplies and stay throughout the event.

- j) Ghost Stories – Tentatively planned for October 30. Darren to research possible storytellers with Portland Landmarks.

- k) Gala on Sunday, Nov. 1 – ticketed, first come, first serve. Barbara will pursue update from Inn by the Sea's new manager, Jim Granville, and solidify his involvement. NOTE: Confirmed. They can seat 70 diners in their event room and welcome the opportunity.

#### 5. Review of status of banners and the welcome signs

TO DO: Darren is on it and will finalize vendor selection based on quality and price.

6. Publicity: Cape Business Alliance. 11 of 22 have responded as being interested in supporting 250 efforts. One offer will be as a small business sponsor for the Night at the Light. Carol Anne will locate a contact and perhaps attend one of their upcoming meetings.

-Time for a Press Release. Reporters are now looking for more info. Perhaps something like "Come see the upcoming Town Events Celebrating the

250<sup>th</sup>: March 14 Film, May 2 and 9 Bus Tours (Changing to Saturdays), May 13 Lecture, June 13 Float and Events at Family Fun Day.

TO DO: Barbara will write something soon for distribution.

TO DO: Carol Anne and Darren to pursue Courier article on Shettleworth / John Calvin Stevens lecture immediately afterwards.

-Community Services Spring Brochure. Missed cutoff date for bus tours. Debbie with check with community services director (Russell Packet) to include as many dates as possible in the next (Summer) brochure, including bus tours. She will let us know what the deadline is.

7. OTHER: Need to pursue Ft. Williams signage similar to two others.

•Holly Ready's offer of a painting to raffle (Carol Anne). She is still interested in donating a painting. Painting to be raffled will be on display at events throughout the year or in a local business storefront for \$20 per ticket or 3 for \$50, money to be contributions toward Night at the Light. Perhaps Holly could attend an upcoming event to get inspiration for her painting...One thought: the view from the Green where the concert will be held? That would be amazing...MANY thanks to Holly for this generous offer!

TO DO: Carol Anne to invite Holly to the next meeting.

•Next meeting dates. Tuesday, February 17  
Return to Mondays: Monday, March 16  
Monday, April 20  
Monday, May 18

•Jane will invite other interested volunteers to attend one of the upcoming meetings. Debbie B. will likely stay involved as well. All are welcome!



Barbara Powers, Chair  
Catherine Adams  
Jane Beckwith  
Carol Anne Jordan  
Norman Jordan  
Stephanie Korupp  
Darrell McLellan  
Mike McGovern, Town Manager

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## 250<sup>TH</sup> ANNIVERSARY EVENTS SCHEDULE

### MARCH

- Saturday, March 14: First viewing of the Cape Elizabeth history documentary film by the Campbell brothers
- Thursday, March 19: Opening of “The Painting of John Calvin Stevens” – UNE Portland campus (Exhibit runs from March 19-June 14; features homes in some Cape Elizabeth neighborhoods)

### APRIL

- Monday, April 27: Two-week artist residency at Pond Cove School begins.

### MAY

- Friday, May 1: The hanging of the banners
- Saturday, May 2: Bus tours of historic sites
- Saturday, May 9: Bus tours of historic sites
- Week of May 4 or 11: Pond Cove students’ dramatic presentation and unveiling of permanent mural
- Wednesday, May 13: Earle Shettleworth, Maine State Historian, gives lecture on the art and architecture of John Calvin Stevens
- Monday, May 25: Memorial Day Parade 250 banner presentation

### JUNE

- Saturday, June 13: Family Fun Day – 250<sup>th</sup> Birthday Party theme
- Saturday, June 20: Old-fashioned Ice Cream Social at Turkey Hill Farm (proposed by owner)
- Saturday, June 27: Strawberry Festival – 250<sup>th</sup> activities



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## JULY

- Saturday, July 25: “A Night at the Light” -- the Portland Symphony Orchestra returns to Fort Williams Park with the 250 Host Committee and sponsors enjoying a pre-concert reception (in process toward confirmation)

## AUGUST

- Saturday, August 1: Beach to Beacon presence
- Saturday, August 22: Garden event – making of nosegays at Norm Jordan’s farm garden

## SEPTEMBER

- Saturday, September 12: Farm to table meal at local venue (proposed)

## OCTOBER

- Sunday, October 4: Lions Club Pancake Breakfast
- Sunday, October 4: Presentations at 10 historic sites coordinated by Cape’s Historical Preservation Society (in partnership with CEMS students?)
- Friday, October 30: Ghost stories (being researched)

## NOVEMBER

- Sunday, November 15: FINAL EVENT -- Gala ticketed dinner for 70 at Inn by the Sea to celebrate the actual anniversary date of the town’s incorporation in 1765