

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

Meeting Agenda  
Monday, April 13, 2015

Members: Darren McLellan, Jane Beckwith, Stephanie Korupp, and Barbara Powers.

Invited volunteers and guests: Debbie Butterworth, Randy Blake, Kathy Blake, Amy Witt, and Thomas Campbell.

Mike McGovern, our staff representative, and members Carol Anne Jordan, Norm Jordan and Catherine Adams were not able to attend.

1. Welcome and introductions
2. Review and approval of the March minutes. Approved with no changes.
3. Treasurer's Report. Banner and bookmark invoices pending.
4. Update on all events
  - a) Submission to Cape Community Services for questions/reservations.

Everyone was happy with the content and positioning of the events list in the spring/summer brochure. Many thanks to Russell Packert and his staff!

- b) Review of events and report outs:
  - 1) Friday, May 1 banner installation  
Point person/s: Darren

The banners went to production last week with an expected two-week turn around. Barbara and Darren intend to identify the 16 lamp posts selected for banner with tree tape. Darren will contact Bob Malley to arrange for the May 1 installation.

- 2) Friday, May 1 movie "premiere" and kick off reception  
Point person/s: Steph, Kathy & Debbie.

Thomas Campbell shared his film in its current form entitled *Cape Elizabeth: Time's Flowing Tide*. Bill Steele's voice over/narrative and a music score will be added to current footage and historic photos. Two interviews have been taped and he may try for one

more. Thomas assured the group that the timeline is on track for May 1. Thomas will also connect with Noel about technical set up. Everyone is VERY excited to see the final product! Barbara will coordinate with Mike McGovern on payment for that date.

Food: The Buzz will likely provide beverages, The Cookie Jar will provide pastries, C-Salt will provide an additional food items, The Good Table will provide mixed nuts and IGA will perhaps contribute another beverage, popcorn and cups. If needed, Kathy and Debbie will purchase cups and/or napkins and water.

Set up: Three tables and sufficient chairs are in Town Hall, Noel will coordinate audio/video and the screen with Thomas. There will be posted times of each showing (6:15, 6:45, 7:15, etc). Debbie, Kathy and Stephanie will meet at 3:30 that afternoon to set up. Other board members are available to pick up and deliver refreshments. Stephanie to prepare "Donated by . . ." signage for each donor.

Promotion: A press release was submitted for next Courier issue. Steph will also provide information to MPBN Community Calendar and Cape's Cable Access channel. She will check to see if it may be possible to promote child-friendly 250 events through the school newsletters or Facebook pages.

- 3) Saturday, May 2 and May 9, North and South Cape bus tours  
Point person/s: Norm & Jane

Barbara has confirmed 2 buses for each week to leave Community Services parking lot at 9 am and returning around 11 am. One bus to head North with Wayne (and perhaps a sub for Norm) and South with Joe and Jack – all tour leaders are volunteer members of the Cape Elizabeth Historical Preservation Society. Many thanks to that group for designing and leading these tours!

This event will be promoted in the next edition of THE COURIER.

- 4) Friday, May 8 (or early the following week) Elementary School  
Drama performance and mural unveiling  
Point person: Stephanie

The performance itself will not be able to be viewed by the general public due to capacity issues but the mural will be announced for public viewing. Stephanie to confirm a date for promotion and will also confirm with Mike Tracy and Marguerite Lawler-Rohner on

middle school photography to perhaps be part of the “Night at the Light” photo contest.

- 5) Wednesday, May 13 lecture by Earle Shettleworth and follow up tour of Delano Park on Saturday, May 16  
Point person/s: Darren & Barbara

Darren will connect with Earle and Noel on audio/video and room set up. Follow up walk at Delano Park will be led by Bob Ayotte and is limited to 40. He will be present at the lecture to take names and furnish a map of where to park that morning. If a member of the public does not attend the lecture but wishes to attend the walk, Community Services will take names and alert Barbara.

This event will also be in the next edition of THE COURIER.

- 6) Monday, May 25, Memorial Day Parade featuring banner & families  
Point person/s: Carol Anne & Randy

Permission has been granted to have the 250 banner and “Legacy” families walk (defined as 100 year old family connections with participants currently residing in Cape). Article will be placed in The Courier (due date May 1) to solicit interested family members, to include a list of families from historical records, and to also ask for families to contact Randy if their family name is not listed. An RSVP from one family member to Randy will initiate a sign for the parade. Tara Bucci’s 4<sup>th</sup> grade class has volunteered to make the signs, and Randy will make the finished products. Randy will also connect with Carol Anne on additional details and submit the draft press release to Barbara by late April.

- 7) Saturday, June 13, Family Fun Day  
Point person: Debbie & Kathy

Randy offered to help find an antique flat bed truck to carry the birthday cake OR will offer his pick up truck. Debbie will order flags for children in the parade to carry – Little League members, Boy Scouts, Cub Scouts, Brownies, bike riders, etc.

TO BE DISCUSSED AT THE MAY MEETING:

- 8) Saturday, June 20, Ice Cream Social at Turkey Hill Farm  
Point person/s: Meghan, Catherine & Kathy
- 9) Saturday, June 27, Strawberry Festival  
Point person/s: Carol Anne

10) Saturday, July 13, Paint for Preservation auction  
Point person/s: Barbara & Carol Anne

11) Saturday, July 25, "A Night at the Light"  
Point person/s: Catherine & Barbara

Volunteers will be needed.

12) Saturday, August 15, Nosegay making @ Jordan Farm garden  
(Note the change in date)  
Point person/s: Norm & Jane

Amy Witt, who was recruited to lead this event, discussed her ideas regarding the Nosegay Event. The time selected was 9 am - 12 noon at Norm Jordan's garden – corner of Rt. 77 and Fowler Road (weather permitting). Amy will provide a narrative to Jane for the press release. Tables would be useful for arranging the nosegays - three are available at Town Hall if they are able to be borrowed and transported; a couple more may be available at the farm. Scissors may also be available at the farm. Amy will provide a discussion that day about the meaning of the flowers in each arrangement (up to 10 flowers may be cut) and instruct as to the use of floral tape, doilies, pins or ribbon. Amy will provide budget estimate to Jane soon for 100 nosegays.

13) Monday, September 28, Harvest Dinner  
Point person/s: Carol Anne & Barbara

14) Sunday, October 4, Pancake breakfast & docent led driving tour  
Breakfast point person: Norm  
Tour point person/s: Barbara & Randy (CELT liaison)

15) Sunday, November 1, Final Gala Dinner @ Inn by the Sea  
Point person/s: TBD

Inn by the Sea can accommodate only up to 70 persons for dinner. It was discussed that this number is likely too low. Barbara will speak with Jim Glanville, Manager, to see if a cocktail party with passed hors d'oeuvres for closer to 125 people might be possible instead to celebrate the exact date of the town's incorporation as the final event in the series.

## 5. CAPE COURIER deadlines and topics

May 1 deadline: To include information about the Memorial Day parade and A Night at the Light ticket sales.

6. OTHER: Stephanie will draft a letter to William B. Jordan, Jr. author of A History of Cape Elizabeth, thanking him for his invaluable reference and advising him of the events (provide Courier article, community services event listing and a bookmark), and invite him to any of the events as a special guest.
7. Next meeting dates:
  - Monday, May 18 (changed from May 11)
  - Monday, June 15
  - Monday, July 13
  - Monday, August 10
  - Monday, September 14
  - October TBD (if needed)