

Montgomery 300th Anniversary Committee

Meeting Minutes

Date: September 11, 2012

Location: Montgomery Township Building, Community Room

Present: Dennis Cooney, Tanya Bamford, Kate Karatas, Janet McCrossen, Larry Gegan, Sue Ann Miller, Gordon Simes, Roy Rodriguez, Rich Roller, Maureen Waddington

Not Present: Ginny Bailey, Andrea Duffy, Dennis Gillen, Jim Kelly, Stacy McBride, Joe Walsh, Nancy Walsh

Vice Chairman, Rich Roller called the meeting to order at 7:09 pm and the meeting began with the Pledge of Allegiance.

JAI Event/ Sponsorship

The Committee reviewed an invitation prepared by Tanya. The Committee approved the invitation and Tanya will submit for printing once she knows the quantity. Larry advised that the list is still being finalized. He has 150 on the list currently. He will send the list to the committee on Wednesday for a final review.

The Committee reviewed a document prepared by Sue Ann for distribution at the event. She updated the document and will share it with the Committee for another review.

The Committee agreed that the agenda would include a brief introduction from the Chairman who would introduce the Committee members for further follow up.

The Committee agreed that a sponsor could be identified before the event and receive logo placement at the JAI event.

The Committee discussed providing talking points ahead of time to ensure that all are on the same page.

Tanya reminded the group of the importance of making sure the sponsors are identified and receive their benefits. Once sponsors are identified, they should be shared with Committee. She has a grid from a chamber event that she can share.

The Committee discussed sponsorship levels and Sue Ann updated the document based on the discussion.

AutumnFest

The Committee agreed to the following schedule for staffing the table:

10:00 a.m. Gordon and Jim Kelly
12:00 noon - 2:00 p.m. Roy Rodriguez
2:00 - 4:00 p.m. Kate Karatas and SueAnn Miller

Larry agreed to ensure that the promotional items will be delivered to the AutumnFest for distribution that day.

Coupon books

Sue Ann shared a coupon book idea with the Committee. She also shared a Save Around book concept which would be a book that is already developed and produced.

After a motion and a second, the Committee agreed to contract for 200 books which can be sold at the Autumnfest. Sue Ann will finalize this in time for Autumnfest. The Committee agreed to add a sticker to the book with the website and contact information.

The Committee agreed to have a large bear, wearing a committee shirt for raffle at the Autumnfest. Sue Ann agreed to purchase the bear.

Sue Ann is planning to purchase logo'd balloons for Autumnfest. The Committee agreed to allow Sue Ann to purchase balloons up to \$200.

She also suggested purchasing cupcakes for distribution at the Autumnfest. The Committee discussed and agreed not to distribute food.

Financial Review

Kate shared a procedure for financial review.

Kate advised that we have \$9,560 of the \$10,000 seed money in the bank.

She indicated that two checks were written: Lansdale Catholic ad and one for table cover. Larry is in receipt of invoices for the promotional items. After a motion and a second, the Committee approved the invoices.

Kate asked for the invoices to come to the meeting for approval. Upon approval, invoices will be sent to Shannon for signature. She requested one week's notice before payment may be processed.

The Committee agreed that checks will be paid after the first five approvals are received from the Committee members.

Kate confirmed that we are tax exempt under the township.

Old Business

Rich advised that he has a proposal from Eric Boynton for a mercer style tile. He is suggesting a limited edition (300 run tile). He will request a paper sketch of the logo and another option for Committee review.

After a motion and a second, the Committee agreed to allow Rich to negotiate the contract to include clarification on the ownership of the rights to the tile.

Rich indicated that he expects to have sketches at the next meeting.

The meeting was adjourned at 9:22 pm.

Next meeting - Tuesday, October 9, 2012 at 7:00 pm.