

**Meeting Date:** 21 April, 2023

**Meeting Location:** Chelmsford Center for the Arts  
1A North Road  
Chelmsford, MA 01824

**In attendance:**

Pat Wojtas  
Richard Cockley  
Pan Du  
Niles Cocanour  
Charles Fidler  
Brian Fredriksson

**Absent:**

Bradley Panton

**Summary of Discussion:**

The meeting was called to order at 6:00PM by Pat.

Discussion opened around the annual Armed Forces BBQ lunch, usually executed by the MCC on Armed Forces Day. Maxwells, who sponsored the event in years past is unable to support this year. The overall consensus of the members was that we should attempt to have the BBQ and find a new sponsor(s) this year, since the event serves as both a fund-raiser, but more importantly helps with community engagement. This year, the event would fall on May 20<sup>th</sup>.

We considered various options for where to host it, and the committee felt that the soccer fields near Mill Road would be the ideal spot. It was agreed that the next step would be to verify no other food events or activities were planned for that location on the 20<sup>th</sup>.

Assuming the location was available to us to use, we would reach out to the Chelmsford Business Association (CBA) and attempt to find some sponsors that would help offset the cost of the event. We also discussed the need for someone to be Safe Serve qualified and we would reach out to the Board of Health to determine if this was required.

Following discussion on the BBQ, the MCC members considered the draft pamphlet that was sent out following the last meeting. As we reviewed the format and content, we agreed that given the 6 panels that exist on a tri-fold, we would break them down as follows:

- Cover and brief description of the MCC
- One panel each for the three themes: 1. That we provide community support to the military (active, guard, reserve, and veteran), 2. That we want to increase military visibility to the Chelmsford community, and 3. That we facilitate community / military partnerships.
- One panel on how to contact us
- One panel on the mission statement

Assignments for each panel were made.

Next meeting date set for 5 May 2023, assuming we will be conducting the fundraiser on May 20. Otherwise, the next meeting will be scheduled for May 19.

**Action and Votes Taken:**

Motion to approve minutes from March 10 meeting by Rick. Seconded by Chuck. Approved unanimously.

Action to determine if soccer fields would be available to hold the Armed Forces BBQ, assigned to Rick.

Action that if the soccer field location is available for the BBQ, contact the CBA to request sponsorship and contact the BOH to determine if someone needs to be Safe Serve Qualified , assigned to Pat.

Action to draft a "Cover Panel" , assigned to Brian Fredriksson.

Action to draft a "Community Support Panel" , assigned to Pan.

Action to draft a "Increase visibility panel" , assigned to Chuck

Action to draft a "Facilitate community/military partnerships" , assigned to Brad

Action to draft the "Contact us" panel, assigned to Pat

Action to draft the "Mission Statement" panel, assigned to Niles

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