

**CHELMSFORD PARADE COMMITTEE  
MEETING MINUTES OF SEPTEMBER 7, 2022  
HELD AT THE CHELMSFORD CENTER FOR THE ARTS**

**The meeting was called to order by Jeff Hardy at 7:00 PM.**

**Present:** Candy Chase, Sam Chase, Paul Cohen, Paige Gilet, Jeff Hardy, Paul Hardy, Debbie Haywood, Eric Linstad, Chuck Marcella, Lynn Marcella, Kirk Marshall, Karen Reidy, Rick Romano, Elaine Seidel, Colleen Stansfield and Pat Wojtas.

**Secretary's Report:** Lynn Marcella

Motion by Rick, seconded by Debbie to accept the meeting minutes of the August 9, 2022 meeting. All in favor.

**Treasurer's Report:** Rick Romano

Currently \$3,000 outstanding in banner revenue. Rick has sent out invoices.

Current total equity is: \$157,249.73 – this is \$9,763.70 over last year.

Rick will look into putting some of these funds into Money Market account or more CD's.

Jeff and Rick will set up a budget prior to next meeting. Please see P&L for more details

Motion by Chuck, seconded by Colleen to accept the Treasurer's Report. All in favor.

**Committee Reorganization:**

After much discussion it was decided on the following, these four positions are needed to be filled for tax and banking purposes:

Chairman: Jeff Hardy

Vice-Chairman: Eric Linstad

Secretary: Lynn Marcella

Treasurer: Rick Romano

Other committee positions include, but are not limited to the following and can change or be added to as we go along.

Bands: Brian Reidy

Sponsors: Karen Reidy

Floats: Chuck Marcella

Politicians: Candy Chase

Vehicles: Sam Chase

Hospitality: Debbie Haywood

Eric Linstad and Paige Gilet will be handling more of the day-to-day e-mail and communication management, etc. It is very important to keep on top of emails and answer them as they come in to alleviate confusion we had this past year.

Motion by Rick, seconded by Sam to accept the Committee Re-organization. All in favor.

**Concert on the Common:** Eric Linstad

Agreed to do another one in 2023 as it went well. Eric already has people contacting him to be a part of it next year! Will start early and be sure to get more food trucks. The Concert will be on Sunday, July 2<sup>nd</sup>; Country Fair will be on Monday, July 3<sup>rd</sup> and Parade will be on Tuesday, July 4<sup>th</sup>.

**Winter Banners:** Paige Gilet

Paige presented nine banner options. Want it to be eye catching. Will go up the week before the Holiday Prelude and come down in April. Decided on “sample #7”. Want logo to be on top and it will be all white to show up on the colors. Company logos are a problem if not clear. Paige will work with people and will suggest they have “text” if their logo does not work and show up well. Paige will have a proof for us by Friday or Monday and will also have “flier” updated so we can all take a look at it before it “goes to print”. Would like to see us try to sell at least 60 banners. Would be great to fill Drum Hill, Vinal Square and Chelmsford Center. Agreed to keep price at \$400.00 per banner. Reviewed list of banners sold in past and decided to have committee members follow-up with people once the flier goes out to encourage them to participate again.

**Next meeting will be held on Tuesday, October 4, 2022 at the CCA.**

Motion by Rick, seconded by Chuck to adjourn at 8:15 PM. All in favor.

Respectfully submitted,

*Lynn M. Marcella*

Lynn M. Marcella  
Secretary