

300th Anniversary Committee - Meeting Agenda

August 29th, 2022, 7pm – 8:30pm, 2nd Floor Conference Room, Town Hall, 35 Central Street, Stoneham, MA

1. Meeting called to order
2. Attendance
3. Approval of Minutes from 8/2/22
4. Treasurer's Report
 - a. Review tracking spreadsheet for accounts
 - b. Warrant update for Town meeting in October
5. Old Business
 - a. Website Update (Dolly & Jen)
 - i. Has the domain been secured is the site through Weebly up and running
 - ii. Find out if we need to charge sales tax.
 - iii. Can we use a "Friends of" account for money collection on the day of Town Day?
 - iv. Do we need to set up an account in advance and do we need the Town's EIN to do so?
 - b. Town Day
 - i. Updates on items in production (t-shirts, Banner & stickers)
 - ii. Booth staffing & schedule
 - iii. Review and reconfirm pricing for items and create a price sheet for Town Day
 - iv. Create and FAQ/Instruction sheet for booth staffers
 1. What kind of donor info do we need to capture (specifically for donation only not purchase)
 2. Are these donations tax deductible for individuals
 3. Checks payable to XX?
 4. How to work POS device
 - v. Table Merchandising (Stand ups with Committee logo, and list of future potential events and/or mission statement and website)
 - vi. Create a signup sheet to become a "Friend of the 300th Committee" - be notified for future volunteer opportunities
 - vii. Anything else?
6. New Business:
 - a. George Seibold to discuss flyover opportunity for 2025 as mentioned at July 18 meeting
7. Set the next meeting date & time
 - a. Suggest one meeting post-Town Day and then break for the holidays
8. Open Forum - if time allows
9. Assignments for Town Day and next meeting
10. Adjourn

2022 AUG 24 P 12:05

STONEHAM
TOWN CLERK
REGISTRARS