

# MINUTES

## Harvard 4<sup>th</sup> of July Committee

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November 7, 2019, 7 p.m. at Hildreth House | Meeting called to order by Anne Hentz

### In Attendance

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Anne Hentz

Christopher Chalifoux

Patricia Mahoney

### De-Briefing for 2019 Event

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First committee meeting of the year; Agenda was presented but not approved as everyone agreed the meeting was being held to discuss event planning

Supplies are at the dump and need to be moved

We made \$41,000; minus payments that need to be made so will end up with \$27,000

Every year costs \$30,000 to make event happen

Shuttles- had 200 riders and it paid for itself

### Overview for 2020, Dates and Theme

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The date of the 4<sup>th</sup> of July fireworks is Wednesday, July 1, 2020 at Fruitlands. Rain date: Monday, July 6, pending confirmation from Fruitlands. Planning on securing Atlas for fireworks. Looking to increase fireworks budget from \$10,000 up to \$12,000 this year and looking to do a 20-minute display

Grand Marshall and Citizen of Note TBD

First call for volunteers set for January 2020

Need to decide on this year's theme

Need to take inventory of magnetic signs and ribbons

Candy- no candy needed; still have some from last year

Boys Varsity Soccer- huge help and Girls Softball; paid volunteers – fundraiser for their organization

### Parking, Security, Shuttles

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The Lions will do parking and possibly Acton Rotary Club. Need more volunteers.

Police will handle security for a fee

Shuttles – need more volunteers

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## T-Shirts

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We need a t-shirt committee in order to do them this year; if no committee is formed then we won't have t-shirts

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## Publicity – Social Media

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Publicity Chair is Vanessa P.

Must contact last year's corporate sponsors

Will do bus signs again this year

Have signs already

Would like Instagram account

Possibly DJ booth from KISS 108

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## Music

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New addition of Barn Burners (rock band) will open show and play for 45 minutes

Ashley Jordan (country music) will play for 1.5 hours

The Bare Hill Band will close the show and play for 1 hour

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## Committees for 2020

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Chairperson (Anne Hentz)

- Town government liaison
- Fruitlands liaison
- Order porta potties
- Gather quotes and contract with fireworks event

Volunteer Coordinator (??)

- Recruit volunteers for t-shirt sales, field events, parade, parking/Fruitlands
- Schedules and manages all volunteers

Parade Chair (Christopher Chalifoux)

- Invite and manage parade participants including State Police horses
- Arrange and carry out parade line-up
- Coordinate police detail, parking bands, etc
- Manage the parade in process
- Order/edit banners for downtown
- Purchase candy for the parade (10 pounds)

Antique Car Coordinator (Pat Jennings and Theresa L.)

- Invite and organize participants

Field Events Chair (Abby and Brad Besse)

- Schedule the dates with Park and Rec
- Schedule DPW for field set up
- Purchase prizes, candy (90 pounds) and supplies for games
- Set up and break down field on the morning of events
- Bring winner sheet to field event announcer

T-Shirt Chair (2 volunteers ??)

- Coordinate design contest
- Connect with graphic designer
- Gather quotes and order shirts
- Recruit people to set up and break down t-shirt booth

Treasurer (Christopher Chalifoux)

- Create and manage budget
- Liaison with town accountants for deposits and vendor payments

Music and Sound Chair (Anne Hentz)

- Schedule sound system vendor
- Schedule bands and create line-up

Publicity Chair (Vanessa P.)

- Press release ads/ads in Harvard Press
- Thank-you notes for corporate and town donations
- Facebook page manager
- Social media

Bike Decorating Chair (Connie)

- Recruit 2 judges
- Manage and organize participants
- Announce winners and instruct on parade entrance
- Bring winner sheet to field event announcer
- Manages free ice cream for participants
- Order ribbons for bike decorating, field events, parade, and antique cars

Fruitlands Parking Chair (Lions Club)

- Connect with Fruitlands, DPW, and Harvard Police to set up parking for night of fireworks
- Recruit volunteers to help direct traffic and collect fees

Secretary (Patricia Mahoney)

- Responsible for taking and posting meeting minutes

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## Next Meeting

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January 2020, Time TBD, Location TBD

Motion to be adjourned was made at 8:56 p.m. and passed unanimously