

Hopkinton Recreation Committee
4th of July Family Fun Day
Meeting Minutes
Submitted by: Jane T. Wilson
April 8, 2014

1. Meeting was called to order at 6:32 pm.
Present: Ed, Shelly, Jessica, Mark, Jane, Vern, Jim L.
Absent: Jim M.
2. Citizen's Forum
Ann Wayland joined the meeting.
3. Old Tasks:
 - (A) Community partners had been invited to this meeting but none were able to attend. Ed will do follow up calls to key partners to ensure that they are part of at least one planning meeting.
 - (B) Jane gave an over view of the fundraising status. The letters were reviewed and revised by the committee. She asked for help stuffing folding letters and stuffing envelopes after the Easter Egg Hunt on Sunday.
4. Tasks:
 - (A) Ed had reviewed the files from previous years. There were additional tasks and information to be distributed. Any files that were handed out to guide the committee this year are to be returned to Ed after the event.
 - (B) Jim L. will be taking care of the parade details, putting the flag on the barn, and putting up the banner at the entrance to Houston Park.
 - (C) Mark received the food file and will be taking care of those details.
 - (D) Shelly has the brochure file and task. Marklin Candle was inadvertently omitted from last year's brochure and will be included in this year's. A special note will be sent to them this year apologizing for the oversight.
5. Contracts:

Ed reiterated that Jessica is the only one who has signature authority for contracts.
6. New Business:
 - (A) Ed suggested that the tables and chairs be rented from Taylor Rental. This represents a significant amount of manual labor for the committee and the price to rent them is very reasonable. This was agreed to except for the 10 – 12 used for special events and contests which will be the lighter plastic ones.
 - (B) Jim L. will be the judge for the Tooky Cookie contest and an appropriate costume for him was discussed.
 - (C) Explorers will be asked to assist with parking from 10:30 am to 12:30 pm
7. The meeting was adjourned at 7:10 pm.