

# HCCE AGENDA

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**Regular Meeting:** Oct. 4, 2023/ 6:08 pm

**Meeting Location:** Upper Town Hall

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President Linda Carter (absent)

Liaisons Present: Tom Black-Town Council

Vice President Sandy McKnight

Dave Byers - Parks and Rec.

Financial Secretary Jack Rowe (absent)

Additional Attendees: Kathy Burke

Secretary Carol Parker

## **Pledge of Allegiance**

**Minutes Review** – Sept. 6, 2023 minutes approval postponed, no quorum

**Financial Report** – Schedule a meeting with Clerk Treasurer to review: Town Events Income Dist. Report, 2024 budget, reimbursement to members in a timely fashion, letter to sponsors for 2024 events, current balance in special events non-reverting operating fund

**Liaison Reports** – Dave Byers - Parks and recreations, Town needs workers - 16yrs. +

## **Committee Reports**

**Trunk or Treat:** Oct. 22, 2023 - All hands on deck 8:00 am, props from storage

Games: duck game (Carol), cookie walk ( Linda?), pet picture contest (Sandy poster board to display pictures, jar for votes), Bozo Buckets (Jacqui?)

Tradewinds Ship trucks, Rusty Rail-cat (Sandy)

Events Decorations: ( Linda?), Bales of hay and cornstalks (Carol)

2 - Vendors: Bracelets, glow in the dark toys, ? (Jacqui?)

Halloween music: Park speakers (Sandy)

Crowd control: Fire trucks (Sandy)

Advertising: Not included in Gazebo, brochures sent to Town Sept. 29.

Print flyers for distribution, contact Brian Smith to distribute flyers to all schools for announcements and parent communications (Sandy). Brochures to private schools (Carol)

**Santa Parade/Tree Lighting Ceremony:** Nov. 25, 2023, 4:30 pm

String lights along Santa Parade route from light pole to pole.

**NYE:** Dec. 31, Midnight, Provide hot cocoa, music 'Auld Lang Syne', party favors

**New Business** - Send email to Town businesses in December for Event sponsorship, get business lists from the Chamber of Commerce.

Secure bands for events in November, before their schedules fill-up. Solicit input for band choices from Community on Facebook (Sandy). Hold roundtable with vested parties to discuss bands.

Ex: 'Dick Diamond', 'Anthem', 'Nawty', 'Pawnz', 'Together', 'Cher', 'Together'...

HCCE Board access to emails and communications

Events liaison to attend Chamber of Commerce meetings, collaborate with businesses (Erica?)

**Next Meeting** - November 1, 2023 6:00 pm Upper Town Hall

**Adjournment** - 7:16 pm

Prepared by : Carol Parker, Secretary