

SCS Memorial Day Parade Committee

Meeting Agenda 5 April 2023: 53 days until the Parade!

1. Opening & Pledge of Allegiance
2. Introduction of new member, Roll-call, vote on excusals, introduction of guests
3. Review and approval of minutes from March meeting
4. Publicity updates and new Parade Communications Chief (Dave E. & Jenna)
5. Finance issues, review of invoices, t-shirt order (Pam)
6. Purchase of new banner for 70th. Purchase hats with new Logo? (Pam)
7. 27 April Fundraiser Dinner (Linda): (1) Ticket distribution for sales, (2) publicity, (3) other “events” at dinner: 50-50, \$100 board, t-shirt sales, recruit volunteers
Invite/Introduce Parade Grand Marshal and SCS Veteran of the Year (Dave)
8. Update on Parade Committee Mailbox & Spreadsheet (Kyle & Dave R.)
9. Nominees for Parade Grand Marshal & SCS Veteran of the Year,
VIP “staging area” at Fishbones (Dave E.)
10. Update on Recruiting Outreach, VIP participation, float recruitment (Dave R.)
Hiring Chandler Park at \$1,000?
11. Update on Volunteer recruiting (Maria) and Parade Volunteer Tracking & Training
(Dave E): Thur 25 & Fri 26 May 7 PM Volunteers only need to attend one session
12. 2023 Parade Trophy design recommendations (Rehne)
13. “White Board” issues list review (All)
14. Any other New Business Items
15. Motion to Close

Next meeting Wednesday 19 April **6 PM**.

"WHITE BOARD" OUTSTANDING ISSUES LIST

- 1 Parade Fundraiser dinner Committee Assignments
Ticket collection and sales 2 people_____, \$100 board = Linda and ?, volunteer recruiting = Maria, 50/50 = two people, _____, t-shirt and sticker sales (Pam), Accounting, money security and deposit
Decorating –what time to start? Who can help?
- 2 Shuttle busses for before the Parade and at the end from/to South Lake HS
- 3 Parade Week and Parade Day assignments list (Dave E.)
 - Volunteer duty list too
- 4 Draft Parade instructions for participants (Dave E.)
- 5 ~~Determine Grandstand location~~ (Complete will be City Hall)
- 6 ~~Invite Macomb County Sheriff (& determine staging area for horses)~~ Complete
- 7 ~~Fishbones coordination: Room for VIPs and VIP vehicle staging~~ Complete
- 8 Porta-potty contracting and locations
- 9 Ice and water purchase and delivery
- 10 Food for Parade participants
- 11 B-25 and C-47 insurance requirement in contract?
- 12 Parade Hi-vis safety vests
- 13 Radio training and testing

- 14 Coordinate for Grandstand placement for Friday or Saturday 26 or 27 May
- 15 Flatbed trucks needed for band or bands? Hiring S&S Entertainment again?

- 16 Dave R. set up meeting with John Lind and Arsenal of Democracy + Dave E.
17. Write Participant instructions and Committee/Volunteer assignments (Dave E.)