

SCS Memorial Day Parade Committee

Draft Meeting Agenda 19 April 2023: 40 days until the Parade!

1. Opening, Pledge of Allegiance, Roll-call, vote on excusals, introduction of guests
2. Review and approval of minutes from April 5 meeting
3. Publicity updates and new Parade Communications Chief (Dave E. & Jenna)
4. Finance issues, review of invoices, t-shirt order (Pam)
5. Finalize assignment for 27 April Fundraiser Dinner (Linda): See page 2
6. Update on Recruiting Outreach, VIP participation, float recruitment (Dave R.)
Hiring Chandler Park at \$1,000?
7. 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
8. "White Board" issues list review (All)
9. Any other New Business Items
10. Audience Participation
11. Motion to Close

Next meeting Wednesday 3 May 7 **PM**.

“WHITE BOARD” OUTSTANDING ISSUES LIST

- 1 Proposed Parade Fundraiser Dinner Committee Assignments
Decorate with Linda @ 2 PM Dave E., Maria G., Jenna F.

Greet @ Front Door Dave. E, Greet @ Buffet line take tickets Kyle
(Dave Rubello rotate in to relieve both for dinner)

Invite/Introduce Parade Grand Marshal and SCS Vet of the Year x 2 (Dave E.)

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 _____
- 2 Dave R. set up meeting with John Lind and Arsenal of Democracy + Dave E.
- 3 Make \$1000 decision on Chandler Park Academy
- 4 Porta-potty contracting and locations
- 5 Shuttle busses for before the Parade and at the end from/to South Lake HS
- 6 Ice and water purchase and delivery
- 7 Draft Parade instructions for participants (Dave E.)
- 8 Coordinate for Grandstand placement for Friday or Saturday 26 or 27 May
- 9 Flatbed trucks needed for band or bands? Hiring S&S Entertainment again?
10. Write Participant instructions and Committee/Volunteer assignments (Dave E.)
 - Volunteer duty instructions and assignments
- 11 Confirm attendance of Macomb County Sheriff Equestrians
- 12 Food for Parade participants
- 13 B-25 and C-47 insurance requirement in contract
- 14 Parade Hi-vis safety vests
- 15 Radio training and testing (Date TBD)