

SCS Memorial Day Parade Committee

Meeting Agenda 3 May 2023: 25 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 19 meeting
3. Fundraiser dinner lessons learned. Profit____, T-shirt sales _____, 50/50_____, \$100 board signups_____
4. Publicity updates (Jenna)
5. Finance issues, review of invoices, t-shirt order (Pam)
6. Update on Parade signups, VIP participation,
vote on Rory Lion's mascot @ \$225 hr, est 9 hrs = \$675
7. How long to produce magnetic signs for vehicles? ID known needs
8. Staging Plan outline
9. 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
10. "White Board" issues list review (All)
11. Any other New Business Items
10. Audience Participation
11. Motion to Close

Next meeting Wednesday 17 May **6 PM.**

“WHITE BOARD” OUTSTANDING ISSUES LIST

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

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~~ completed they accepted \$300
- 4 Porta-potty contracting and locations (Dave E.)
- 5 Shuttle busses for before the Parade and at the end from/to South Lake HS(Dave R.)
- 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?~~ yes
10. Write Participant instructions and Committee/Volunteer assignments (Dave E.)
 - Volunteer duty instructions and assignments
- 11 ~~Confirm attendance of Macomb County Sheriff Equestrians~~ completed
- 12 Food for Parade participants
- 13 ~~B-25 and C-47 insurance requirement in contract~~ completed
- 14 Parade Hi-vis safety vests
- 15 Radio training and testing (Date TBD)
- 16 ID banner carriers and Parade judges

TENTATIVE PARADE EVE AND PARADE DAY ASSIGNMENTS

SATURDAY

Paint staging #s on Jefferson at 6 AM Dave E & _____, _____

Get signs, canopies, etc., from storage room (3) _____

Move signs and bases to staging area (3) _____

Sort and prep magnetic signs (1 -2) _____

SUNDAY @ 0900

Attend Wreath laying at Vet's Memorial Park (2): Robert Muha & Dave R.

Decorate Main Stage at City Hall Maria, _____, _____ how many?

Setup at Chapaton Pumping Station Lot Kyle in charge _____, _____

Set canopy at Jeff X 9 mile Dave E. _____

Check Prep at Fishbones VIP room Linda B. & Jenna & Catherine

Assist VIP Line up at Fishbones Parking Lot: Robert Calhoun+, _____

PARADE LOCATIONS

11 Mile and Jeff: Robert M. with daily volunteers. Retrieve banner and magnetic signs

South of 11 Mile on Jeff: Dave Rubello pre-spotting for Parade announcers

9 mile Start Point Dave E., _____, _____, _____

Fishbones VIP room Linda B. & Jenna

Insert VIPs into Parade at Fishbones Parking Lot: Robert Calhoun+, _____

Selling shirts & hats along route Pam and Bob and day volunteers _____

END OF PARADE

Tear down and return to storage **ALL!** Then off to the Party at the VFW!!