

**MINUTES OF THE CITY OF ST. CLAIR SHORES
MEMORIAL DAY PARADE COMMITTEE
March 1, 2023**

PRESENT: David Ellis, Chair Person
Kyle Nicholson, Vice-Chair Person
Linda Bertges
Catherine Destefano
Maria Galla
Pam Mason
Rehne Myers
Robert Muha

ABSENT:
Councilman David Rubello

ALSO PRESENT: Jenna Franklin
Bob Mason
Rick Bertges
Steven Keith, Recording Secretary

1. OPENING

The meeting was called to order at 7:00 p.m. and the Pledge of Allegiance was recited by those in attendance.

2. ROLL CALL, INTRODUCTION OF ANY NEW MEMBERS OR GUESTS, EXCUSALS

Roll call was taken and a quorum was present. Mr. Ellis congratulated Ms. Franklin on a successful interview and said the interviewing committee will be recommending to City Council that she be approved. Mr. Ellis noted that there is still one vacancy on the Parade Committee.

Motion by Ms. Bertges, seconded by Ms. Myers to excuse Mr. Rubello.

AYES: All
NAYS: None
ABSENT: Rubello

3. REVIEW AND APPROVAL OF MINUTES FROM THE FEBRUARY 8, 2023, MEETING

Motion by Ms. Mason, seconded by Ms. Myers to approve the minutes from the February 8, 2023, meeting as presented.

AYES: All
NAYS: None
ABSENT: Rubello

4. FEBRUARY 21 CITY COUNCIL MEETING UPDATES AND PUBLICITY UPDATES

Mr. Ellis said the goal was to give Mayor Walby and Council a synopsis of the parade at the City Council meeting and it was successful. He noted how excited Mayor Walby, City Council, and audience members were when the logo was displayed on the projector. He thanked Ms. Mason for getting the logo together in time for the City Council Meeting and noted that Mayor Walby said the Memorial Day Parade is St. Clair Shores' signature event. Mr. Ellis said Shores Magazine interviewed him to talk about the parade. Mr. Ellis said the flyover aircraft will be a B-25 Marauder, a famous World War II Bomber. He encouraged all committee members to do interviews about the parade for publicity.

5. FINANCE REPORT & REVIEW OF 2022 MAJOR EXPENSES

Ms. Mason said there was nothing to report for January and she believes February will be the same. Ms. Mason said she will start paying invoices in March. She went over last year's reports with the committee. Ms. Mason asked if we would need new directional signs.

Mr. Ellis answered yes, but he is not sure of the number of new signs needed yet.

Ms. Mason said we need to talk about porta-potties for the parade. She also asked if we have the walkie-talkies yet.

Mr. Ellis said he has walkie-talkies.

Mr. Ellis said he is using a list called "White Board Issues" to write down ideas that come to mind and he encouraged everyone to write down things as well. He noted that the porta-potty contract needs to be reviewed.

There was a discussion on complaints about the location of the porta-potties being hard to find last year. They want to make sure they are on public property and visible this year.

6. APRIL 27, 2023, FUNDRAISER DINNER

a. Ticket Distribution for sales

Ms. Mason said the tickets are being redone from last year.

b. Flyer and Publicity

Mr. Ellis said the flyer is out on Facebook and prices are on the flyer. He said we will print one ticket and ask the person their age to know how much to charge. Mr. Ellis noted that we will do the \$100 board, 50-50 raffle, and sell t-shirts.

Ms. Bertges said she picked up the \$100 boards today and they look amazing.

Ms. Galla asked if we can do a tree with gift cards on it as a fundraiser at the spaghetti dinner.

Ms. Bertges said Ms. Galla can do it if she can coordinate everything for it and added that we make a lot of money on the 50-50 raffles.

There was a discussion on raffle tickets, and it was determined by Ms. Bertges that there are enough tickets left over from last year. The three raffles will be at 5:30, 6:30, and 7:30 p.m.

Ms. Mason said she inventoried all the t-shirts and the total amount of t-shirts left over are 4 XXXL, 10 XXL, 4 XL, 9 large, 1 medium, and 5 smalls.

Ms. Mason said she wants to use leftover t-shirts from last year and add "Volunteer" on the back. She said she wants to sell the leftover t-shirts for \$5 each.

Ms. Myers said we ran low on medium t-shirts last year.

Ms. Mason said she will adjust the order.

Motion by Ms. Mason, seconded by Ms. Myers to sell the leftover t-shirts from last year for \$5 each.

AYES: All
NAYS: None
ABSENT: Rubello

7. PURCHASE OF NEW 70TH ANNIVERSARY BANNER

Ms. Mason said the banner was \$140 last year and the banner this year will be about the same.

Motion by Ms. Galla, seconded by Mr. Nicholson to purchase a banner with the new logo for the parade for \$200 or less.

AYES: All

NAYS: None

ABSENT: Rubello

8. UPDATE ON PARADE COMMITTEE MAILBOX & SPREADSHEET

Mr. Ellis and Mr. Nicholson said the mailbox is working well. Mr. Ellis said to ask him if anyone wants access to the mailbox because applications should not be sent to a personal mailbox.

Mr. Nicholson said there were errors made in the past because some applications would be sent to Mr. Rubello's email while others would be sent to the previous chairperson so they would end up having different lists.

9. ~~UPDATE ON RECRUITING OUTREACH, VIP PARTICIPATION & FLOAT RECRUITMENT~~ Not presented due to the absence of Mr. Rubello.

10. NOMINEES FOR PARADE GRAND MARSHAL & SCS VETERAN OF THE YEAR

Mr. Ellis said he has a potential candidate for Parade Grand Marshal and a candidate for Veteran of the Year, but he is not ready to release their names yet. He said he is waiting for a nomination in writing for the Grand Marshal which is expected on Friday. Mr. Ellis said the candidate for Veteran of the Year initially said no because he is selfless and modest, but he wants to give him some time to reconsider. Mr. Ellis explained that he is a former Green Beret and Detroit Police Officer. He said Fishbones has an air-conditioned room that Greta coordinated with Fishbones to use for the elderly, so they do not have to stand outside in the heat all day.

Ms. Mason said she will reach out to Tracy to see if she wants to do the photos at Fishbones again this year.

11. DETERMINATION OF SECOND MEETING DATES FOR APRIL & MAY

The committee discussed dates and times that would work for the second meeting of the month in April and May. The committee wants to know if a meeting room is available on April 19 and May 17 at 6:00 p.m. The committee wants to know if Council Chambers is available on May 24 and May 25 at 7:00 p.m. for training.

Mr. Ellis reminded the committee of the regularly scheduled meeting dates of April 5 and May 3 at 7:00 p.m.

Mr. Muha asked if text reminders will be sent out for the new meeting dates.

Mr. Ellis said yes, and text message reminders will be sent out for the new dates. He said we will need extra help on Saturday, May 27.

Mr. Mason said he has a trailer, so they don't need to rent one.

12. PARADE VOLUNTEER TRAINING DATES

Mr. Ellis said he wants to check the availability of Council Chambers on May 24 and May 25 at 7:00 p.m. for training. He said he will need the extra space that Council Chambers provides and he wants to be able to hook up the projector to display slides and videos. He said he wants two different dates for training in case volunteers cannot make it one night.

Ms. Mason said that all the committee members should come to at least one training session.

Mr. Ellis said he has started making the parade map and wants to show everyone where they should be standing and what their responsibilities are. He said he wants to give the volunteers their t-shirts at training this year.

Ms. Mason suggested that everyone who gets a t-shirt should also get a sticker.

13. NEW BUSINESS ITEMS

Ms. Galla asked what the plan for wreaths is going to be. She said one is for Veterans Memorial Park, one is for the Memorial Day Parade, and one is for the Daughters of the American Revolution (DAR).

Ms. Mason asked if we bought the wreath for the Daughters of the America Revolution last year.

Ms. Galla answered yes, and said she bought 3 wreaths last year from Viviano's Flower Shop for \$150.

Mr. Ellis asked if we provide a wreath for the wreath-laying ceremony at Veterans Memorial Park.

Ms. Galla said yes, we provide the wreath and Ms. Mason said the SCS Parade Committee pays for that wreath.

Ms. Galla and Ms. Mason clarified that one wreath is for the wreath-laying at Veterans Memorial Park, the Daughters of the America Revolution, and the VFW. Ms. Galla said the 3 wreaths were delivered to Memorial Park and the VFW picked them up and brought them to their facility last year.

Ms. Myers said it was discussed last year about changing the type of trophy we hand out.

Mr. Ellis said he will add to the next meeting's agenda to review the awards and review the type of trophies that will be awarded.

Ms. Myers said she has already been looking at options for trophies and showed a picture of one that could be lit up with lights. She said the prices of the potential new trophies are about the same cost as the old trophies and she did not like the vendor last year.

Mr. Ellis said we will review who gets the awards, review options for the type of awards given out, and review using another vendor. He added that he wants to order the awards right after the parade so they can be presented at the June or July City Council meeting.

Ms. Myers suggested getting generic awards to be given at the parade and having the winners' information added to the award after.

Ms. Galla said the grandstand should be delivered at 9:00 a.m. instead of 9:30 a.m.

Mr. Ellis said the grandstand is supposed to be at City Hall this year so we may be able to put it on the lawn if the City will allow it.

Ms. Galla asked if we should have a "70th Anniversary" sign on the grandstand.

Ms. Mason said yes, and she will help Ms. Galla decorate the grandstand. Ms. Mason added that we donated \$500 to the VFW last year for hosting the parade committee and volunteers after the parade.

Mr. Ellis said he will sit out this portion of the discussion regarding donating to the VFW so there is not a conflict of interest.

Ms. Mason said 2 years ago we donated \$100 and last year we donated \$500.

Mr. Muha asked if \$500 covers the VFW's expenses for the party.

Ms. Mason said \$500 should cover it.

Ms. Mason said former Detroit Tiger, Dave Rozema, wants to sign more baseballs this year. She said last year the baseballs cost \$105 and she wants to double the order for this year. Ms. Mason said she has also been talking to former Detroit Redwing, Kirk Maltby, about doing something for the parade. She said he is interested but he will not be available if the Redwings make the playoffs. Ms. Mason suggested we get pucks for him to sign and hand out.

Item 13 Continued

Mr. Ellis said we can always make room for Kirk Maltby if needed. Mr. Ellis said he and Mr. Nicholson have already been sending out applications to the usual people who have been involved in the parade.

Mr. Nicholson said 12 people have committed so far.

Ms. Mason asked if we have golf carts secured for this year.

Mr. Ellis said Parks and Recreation get the golf carts for us to use.

Ms. Mason said we paid \$420 for the rental of golf carts last year.

Ms. Gala asked if we are going to have food trucks again.

Mr. Ellis answered no because the food trucks were hardly used last year.

Ms. Gala asked where the committee members park.

Mr. Ellis said to park in the area behind Fishbones away from their customer parking and we may stage some of the VIP vehicles there as well.

Ms. Galla asked if we are doing food trucks.

Mr. Ellis answered no because not many people used them last year.

Ms. Mason said it costs us \$420 last year for golf carts. She asked if we need shuttles or busing.

Mr. Ellis said he doesn't recall if they needed buses last time and wants to see what the committee did the last time the parade was on Jefferson. Mr. Ellis noted that one of the biggest safety concerns is people throwing candy and children running out toward the vehicles to grab the candy. He said he wants to give some volunteers authority along the parade route to keep people away from the vehicles and those volunteers could be outfitted in "Parade Marshal" vests. He suggested the parade marshals also have the authority to tell the vehicles in the parade to close the gap with the vehicle in front of them. Mr. Ellis said he would discuss some ideas on how to ensure candy distribution is done in a safe matter with some of the SCS Leadership.

Ms. Bertges said the parade marshals should be reprimanding the people throwing the candy, not the crowd chasing the candy.

Ms. Galla asked if these rules will be added to the handout that we give the participants of the parade.

Mr. Ellis said yes, he will give instructions to all the participants of the parade and tell them each to inform their own group of the rules. We will hand out another instruction sheet when the participants check-in.

Motion by Ms. Galla, seconded by Mr. Muha to donate \$500 to the VFW to be presented the day after the parade.

AYES: All
NAYS: None
ABSTAIN: Ellis
ABSENT: Rubello

Motion by Ms. Mason, seconded by Ms. Bertges to double the number of baseballs purchased for the Detroit Tigers pitcher, Dave Rozema, to sign.

AYES: All
NAYS: None
ABSENT: Rubello

14. ADJOURNMENT

Mr. Ellis said the next meeting is on April 5 at 7:00 p.m.

Motion by Ms. Bertges, seconded by Ms. Myers to adjourn the meeting at 8:05 p.m.

AYES: All

NAYS: None

ABSENT: Rubello

[THE PRECEDING MINUTES ARE A SYNOPSIS OF A ST. CLAIR SHORES MEMORIAL DAY PARADE COMMITTEE MEETING AND DO NOT REPRESENT A VERBATIM RECORD]