

ACTON 250TH COMMITTEE

October 17, 1984

The meeting was called to order at 7:45 P.M. at Town Hall.

Attendees:

Ellen Holway
Judy Budiansky
Sally Birsinger
Ann Jones
Mrs. H.F. Whipple
Brooks Williams
Dorothy Williams
Barbara Parker
David Westlake

Rita Dolan
Jack Dolan
Jean Brzezinski
Tina Britton
Kathleen Foley
Jim Humphries
Joe Sullivan
Debbie Alesbury

1. Robert Conquest was introduced. He spoke about the use of the 250th logo, how it should be photostated and the color dye (Blue #293) to be used in order to keep the logo uniform. Suggestions for the bumper sticker were also discussed.
2. The Minutes of the September 29th meeting were approved with the minor amendment of two names being added to the attendance list.
3. Debbie Alesbury was welcomed as the new Treasurer. She discussed the new policies and procedures with regard to allocated funds. There are standardized forms to be used for allocations, budgets are to be submitted and November 23rd will be the budget deadline. If you need money, submit your request. Reimbursed monies should be submitted too. It is imperative that budgets be submitted so priori-
can be set for the 250th funds. (see attached)
4. Legal Advisor, Kathy Foley, was called upon to present Policies and Procedures of the Acton 250 Celebration Committee. These policies were generated from the Executive Committee Meeting held October 10th. After a lengthy discussion, these Policies were amended and approved. (see attached)

While discussing the amendment, it was mentioned that anyone who wished to sell any 250th artifacts, please contact Barbara Parker or Anita Dobson. To date cookbooks, maps, plates and pens are being sold. The 250th Committee discussed selling postcards, Christmas cards and bumper stickers.

It was suggested that there be a 250th Ticket Committee so there could be a massive distribution of tickets for many different events. There is a need for volunteers and Jack Dolan will develop a system if given the needed information.

Chairperson Ellen Holway made the following comments:

1. Ellen Holway met with the new Executive Editor of The Beacon. The 250th organization will receive extensive coverage for all its events and activities.
2. The results of the general membership letter will be sent to all Chairmen and Representative. We need them to respond with calendar dates for planned events and membership lists before we can publish our official document.
3. Several significant new dates were announced:
 - March 24 - Square Wheelers (Hoe-down)
 - May 18 - Nantucket Kiteman Kite Festival
by Children's Discovery Museum
 - June 2 - "Americana Concert" by Acton
Community Chorus
 - July 26, 27, 28 - Acton-Boxborough Jamboree
"Two-fifty"!
 - October 26 - Acton-Stow LWV Crafts Fair
with a 250 flair
 - December 15 - Girl Scout Holiday Dinner
for Senior Citizens
4. Although it was not as big a financial succes as hoped for, the Acton Junior Women's Club's "Fun 'n Fashion" show was commended for a terrific performance. Those in attendance thoroughly enjoyed the show. It is hoped that the additional funds needed to repair the Town's Clock Tower will be appropriated at a later date...
5. The following new members were introduced:
 - Rev. Richard Black - Ecumenical Liaison
 - Sally Bersinger - Lay Persons Liaison
 - Jane Morrison - Funding Committee
(Acton Community Chorus Treasurer)
6. Report of Youth Committee:
 - Performing Arts Calendar Dates set for all schools.
 - Calendar events coordinated with Conservation and Recreation Commissions. Also, site designation and preparation.
 - Girl scout "Acton Badges" developed and historic bike trail prepared.
 - High School students prepared to help all Committees and/or organizations.
 - Meeting to be held with Ecumenical representatives.
 - All major dates set, responsibilities assigned.

7. Acton Newcomers will organize and provide all transportation for elderly and handicapped through Carol Lake and Fran Pratt.

Committee Reports

1. Acton Community Chorus - Susan Kranz (Director Paul Johnson from Hudson) - There was a meeting planned Monday night at McCarthy Towne Music Room. Those interested call: 263-3392.
2. Parade Committee:
 - A. Need young people on Parade Committee.
 - B. First official float: Henry Thoreau's hearst.
 - C. Contact Rita Dolan (263-7884) if you would like to join Parade Committee.
3. Square Wheelers - They have a five couple committee and hope to get the Minute Men Squares of Lexington Float.
4. Girl Scouts - Judy Budiansky mentioned the Girl Scouts plan to have a merit badge with the 250th logo.

Further Announcements

1. Theatre III Production for 250th in May of "Music Man".
2. Plans to meet with Richmond Miller of Public Ceremonies Committee to coordinate annual town events, bunting, tree lights, fireworks, etc.
3. Plans to expand Fund Raising Committee. New members needed.
4. Plans to enlist "Big Bird" underway.
5. Plans to meet with Minutemen to coordinate their efforts and plan events, flag ceremonies, etc.
6. A group to assume responsibility for Time Capsule needed!
7. There is also a need for Historian and/or Historians!

The next meeting is scheduled for November 28, 1984 at Town Hall at 7:30 P.M.

Meeting adjourned at 10:00 P.M.

Respectfully submitted:

Tina Britton
Jean Brzezinski

FINANCIAL

1. All committees, whether requesting funding or not, will submit a budget to the Treasurer by November 23, 1984.
2. The Treasurer, using official funding request forms, will enter into agreements with all committees receiving Acton 250 Committee funding.
3. All "seed money" loaned to committees will be repaid to the Acton 250 Committee as soon as possible to fulfill other funding requests.
4. All committees funded by the Acton 250 Committee will submit quarterly financial statements to the Treasurer.
5. The Treasurer will prepare a financial report for each general meeting.
6. All Acton 250 Committee fundraising must be approved by the executive committee.
7. All Acton 250 Committee contests must be approved by the executive committee.
8. All contracts of \$250.00 or more will be countersigned by the Treasurer.
9. All Acton 250 Committee proposals for grant funding will be presented by the committee seeking funding and filed by the Treasurer following executive committee review and recommendation.
10. All Acton 250 Committee articles of appropriation for Town Meeting will be requested by the general membership and recommended by the executive committee.

LOGO

1. Logo cost to committees and organizations will be the exact cost of the photostats to the Acton 250 Committee.
 2. All users of the Acton 250 logos for financial gain will pay 10% of the gross proceeds to the Acton 250 Committee.
- The official Acton 250 logo color will be blue #293 on white or gold.
The official "bumper sticker" design color will be red # 199 on white.

ARTIFACTS

1. All artifacts and memorabilia produced in commemoration of the Acton 250 Celebration will be recorded and approved for sale by the artifact committee.
2. Guidelines for sale of Acton 250 Celebration artifacts and memorabilia will be followed by all committees and organizations.

TICKETS

1. All tickets will be numbered.
2. All tickets for advance sale will be sold at official Acton 250 ticket sites
3. All Acton 250 Celebration ticket prices will be subject to Acton 250 Committee approval.
4. Whenever possible, senior citizens and students will not be charged.
5. At all times, reduced rates for senior citizens and students will be observe

DONATIONS

1. All donations and gifts of goods and services of \$50.00 or more will be acknowledged by an Acton 250 Committee member to be designated.

SOLICITATIONS

1. All solicitations of the business and professional community must be coordinated through the Acton Business and Professional representative to the Acton 250 Committee.
2. All bids for goods and services will be offered first to local businesses, to the extent possible.

CALENDAR

1. Committee and organization program sites will be selected and arranged.

POLICIES AND PROCEDURES OF THE ACTON 250 CELEBRATION COMMITTEE (2)

ments made by individual committees and organizations. All dates, times and sites must be coordinated within the framework of the Acton 250 Celebration Calendar.

2. It is the responsibility of all committees and organizations to present progress reports at general committee meetings.

LOGISTICS

1. The Logistics Committee will provide for all official Acton 250 Celebration listings.

PARADE

1. The Parade and Protocol Committee will provide guidelines for all Acton 250 Celebration parade participants.

PUBLICITY

1. Committees and organizations will be responsible for their own publicity, but will coordinate their efforts through the Acton 250 Publicity Coordinator.
2. The Acton 250 Committee has been guaranteed weekly coverage, feature coverage and special event coverage by the BEACON.
3. Video coverage will be arranged through Acton Corporation and Adams-Russell by the Acton 250 Media Coordinator.
4. The Acton 250 Committee will provide the most extensive celebration coverage possible within the guidelines established by membership consensus.
5. The official Acton 250 Celebration Poster will be used to announce all calendar events.

LEGAL

1. All contracts will be reviewed by the Legal Advisor to the Acton 250 Committee, Attorney Kathleen Ann Foley.
2. All legal questions will be directed to the legal advisor and/or the executive committee.

MEETINGS

1. In general, executive committee meetings will be held on the second Wednesday of the month.
2. In general, Acton 250 Committee meetings will be held on the third Wednesday of the month.

TREASURER: Debbie Alesbury 263-3788

Dear Acton 250 Celebration Committee Member,

Enclosed are the minutes of the October General Membership Meeting. If you need minutes of earlier meetings, please contact Jean Brezezinski or Tina Britton.

Also enclosed is your copy of the POLICIES AND PROCEDURES FOR THE ACTON 250 CELEBRATION COMMITTEE approved at the October meeting. These are now our official guidelines, so please keep them handy for reference during the months ahead.

It is now critical that all budgets be submitted to Debbie Alesbury on or before November 17, and ~~many~~ official Calendar listings and complete membership lists are overdue to Ellen Holway.

The photostats of the official logo introduced at the October meeting are available for your use for artifacts and memorabilia on a first-come-first-serve basis. To assure quality control and your satisfaction with your finished product, the official logo may not be reproduced unless a photostat is used. Robert Conquest, ~~our~~ graphic artist, is available to help you.

CONTACT PEOPLE:

Gift Acknowledgements - Ann Jones 897-4611

Artifacts - Anita Dodson 263-7081

Business and Professional Association - Nancy Brandt 263-0423

Calendar and Membership Listings - Ellen Holway 263-7442

Legal advisor - Kathy Foley 263-5606

Logo - Ellen Holway 263-7442

Meetings - Tina Britton and Jean Brezezinski 263-0332 and 263-5369

Parade - Jack and Rita Dolan 263-7884

NOTE: We are in need of a ticket coordinator!

NEXT MEETING - OUR LAST BEFORE THE CELEBRATIONS BEGIN! -
WEDNESDAY, NOVEMBER 28, 1984
7:30 PM at Town Hall

October 1983

PROPOSED POLICY ON MEETINGS

GENERAL The number of meetings should be minimized so that maximum time may be devoted to the development and production of events and other program items. It must be recognized, however, that no program should be produced in a vacuum and that there is a need for overall coordination that can be served only by bringing together from time to time representatives of all groups, program and administrative, that are working on the celebration. In short, we should try to find a happy medium between over-control and chaos.

GENERAL MEETINGS: General meetings will be held not more frequently than monthly to assure adequate overall coordination of programs, tie-in of programs to administrative functions and review of program status by the full committee. General meetings will also focus on questions of policy so that all of those who play key roles in the celebration may participate in policy decisions.

WORKING MEETINGS: Program Committees (those responsible for producing events or memorabilia) will proceed on their own initiative to develop their programs apart from the general meetings taking care, however, to coordinate with responsible administrative chairpersons on matters of scheduling, finance, publicity, logistics, sale of items, contacts with merchants and other processes that are being centrally coordinated.

Program Committee chairpersons are responsible for assuring that their committees are represented at all general meetings so that they will be aware of all actions taken at such meetings, particularly with respect to those processes that are centrally coordinated. Representative should also be prepared to present status reports on their programs at such meetings.

EXECUTIVE MEETINGS - In addition to the general meetings, the Co-chairpersons may find it necessary, on occasion, to hold interm executive meetings with all administrative and program committee chairpersons.

DATE

AMOUNT

I ACCEPT THE MONEY PAID ON MY COMMITTEE'S BEHALF BY THE 250 COMMITTEE. I AGREE THAT AS TICKET/PRODUCT SALES ALLOW THE MONEY WILL BE RETURNED TO THE 250 COMMITTEE.

ESTIMATED DATE OF PAYBACK:

ADDITIONAL COMMENTS:

COMMITTEE

COMMITTEE CHAIRPERSON

TREASURER OF 250 COMMITTEE

250 COMMITTEE BUDGET FORM

COMMITTEE NAME _____

COMMITTEE CHAIRPERSON _____ TEL NO. _____

EVENT/PROJECT _____

DATE OF EVENT _____

ESTIMATED DATE FOR EXPENSES/INCOME _____

TOTAL INCOME ESTIMATED _____

TOTAL EXPENSES ESTIMATED _____

TOTAL REQUESTED FROM 250 COMMITTEE (_____)

OR

TOTAL PROCEEDS BEING DONATED TO 250 COMMITTEE _____

ADDITIONAL COMMENTS:

ACTON 250 BILL PAYMENT REQUEST

COMMITTEE NAME _____
COMMITTEE CHAIRPERSON _____ TEL NO. _____
AMOUNT OF INVOICE _____ DATE _____
REASON FOR PAYMENT _____

Please submit request for payments with invoices attached to:

Debra Alesbury
22 High Street
Acton, MA 01720
263-3788

ACTON 250 CASH RECEIPTS DEPOSIT FORM

COMMITTEE NAME _____
COMMITTEE CHAIRPERSON _____ TEL NO. _____
AMOUNT OF FUNDS SUBMITTED _____ DATE _____
SOURCE/EVENT FOR FUNDS _____

Send checks (no cash*) payable to Town of Acton.

and submit to: Debra Alesbury
22 High Street
Acton, MA 01720
263-3788

* if not able to send check, please call to arrange delivery

BUDGETS

THE 250 ADMINISTRATIVE COMMITTEE WILL BE BASING OUR TOTAL AMOUNT OF FUNDS TO BE RAISED ON THE AMOUNTS REQUIRED BY ALL THE 250 COMMITTEES COMBINED. IN APPLYING FOR GRANTS, AS WELL AS OBTAINING MONEY FROM THE TOWN, WE HAVE SPECIFIC DEADLINES TO MEET. THEREFORE WE ASK THAT YOU GET YOUR BUDGETS IN BY NOVEMBER 17, 1984. IF WE DO NOT GET BUDGETS FROM COMMITTEES BY THAT DATE WE MAY NOT HAVE THE FUNDS AVAILABLE WHEN THEY ARE NEEDED. AS A RESULT, WE MUST HAVE A POLICY THAT ONLY COMMITTEES THAT HAVE SUBMITTED APPROVED BUDGETS WILL RECEIVE FUNDS FROM THE 250 COMMITTEE.

ALL COMMITTEES THAT WILL BE REQUESTING MONEY FROM OR DONATING MONEY TO THE COMMITTEE SHOULD FILL OUT A BUDGET. THOSE COMMITTEES REQUESTING START-UP COSTS OR DEPOSITS THAT WILL BE RETURNED WHEN TICKET SALES BEGIN OR THE PRODUCT IS SOLD MUST ALSO SIGN A PROMISSARY NOTE INDICATING THE FUNDS WILL BE RETURNED TO THE 250 COMMITTEE IN THE NEAR FUTURE. THOSE COMMITTEES HOLDING EVENTS FOR WHICH TICKETS WILL BE SOLD ARE RESPONSIBLE FOR KEEPING ALL RECORDS (NUMBERING OF TICKETS, DISTRIBUTION, ETC.).

IF YOU ARE PLANNING TO "BREAK EVEN" WITH YOUR PROJECT PLEASE BE REALISTIC WITH TICKET OR PRODUCT SALES. IF WE HAVE NO INDICATION FROM YOU THAT MONEY WILL BE NEEDED, AFTER YOUR EVENT WE MAY NOT HAVE THE FUNDS TO HELP OUT. CONTRACTS SHOULD BE WORDED SUCH THAT IF TICKETS SALES ARE GOING BADLY AS THE DATE APPROACHES THE EVENT CAN BE CANCELLED WITH NO LIABILITY ON BEHALF OF THE COMMITTEE.

BUDGETS WILL BE REVIEWED AND EITHER APPROVED OR FURTHER DISCUSSED WITH THE COMMITTEE CHAIRPERSON. WE WILL THEN RETURN YOUR COPY OF THE BUDGET INDICATING OUR APPROVAL AND ACCEPTANCE OF THE COSTS OF THE PROJECT. BUDGETS REQUESTING FUNDS OVER \$250 MAY HAVE TO BE PRESENTED TO THE EXECUTIVE COMMITTEE AND/OR HAVE A REPRESENTATIVE FROM THE COMMITTEE WILLING TO PRESENT THE REQUEST TO THE APPROPRIATE GRANT FUND.

RETURN ALL COMPLETED BUDGETS AND DIRECT QUESTIONS TO:

DEBBIE ALESBURY
22 HIGH STREET
ACTON, MA

263 3788