

Meeting 12 Minutes

Monday May 18, @ 5:30 PM

Next Meeting – Monday May 18 @6:30 PM

***Craft Preparation Tuesday June 23 @5:30 PM**

Committee Attendees: Cochair Michon Blake (OSPAC) ran the meeting, Joyce Snyder and Kristin Warner (Supervisor Liaisons), Katie Cleary (Events), Molly Jobson (Morgan Log House Director), Nancy Becker (OSPAC), Michael Lewis (Veterans), Stacy Spizziri (Sr Vice Commander Chaplin), Mohana Padgaonkar (International Festival Foundation) Grace Seelig (DAR), Holly Hayick (DAR), Joanne Cowles (Dar)

Absent: Tiffany Stanton Victor Verbeke (SAR & Montgomery Historical Society)

Most of the committee gathered early to section the egg cartons and string the cup and ball crafts completing over 200 from 5-6:15 PM. ***Thank you to all who helped.***

Michon opened the meeting @ 6:25 PM with a request for approval of last month's – meeting #11minutes. Molly motioned, Nancy seconded and all said aye.

Event Map / Layout:

Katie (events) provided an overview map with general location suggestions. Discussion of the specific spots for story time, the declaration reading, crafts & games is ongoing.

- All will use Towamencin Day to better visualize.
- It was suggested to create a home base area for the historic persons
- Approximately 3 weeks out Katie will email all planned contributors to provide them with arrival, set up and event instructions. She will provide Metz with the suggested shuttle bus route. From that feedback she will finalize map placements
- @ 30 tables can fit nicely (spaced @ 12 feet) down one side of the long walkway.

* Vic (SAR), Brian (Towamencin History) and Dr. Young (Montco history) have requested their tables in a row next to each other.

*Holly (DAR) has requested 3 tables in a u shape plus she'll have @ 6-8 stand up displays.

*Makes sense for Leon with collection of old agrarian tools to be next to Molly (Morgan Log)

* Girl Scouts will have potato stamps, letters to military which go side by side and cup and ball crafts

Katie, Joyce and Kristin will meet with police to finalize the safety plan for the day.

Katie will reach out to VMSC to find out if they'll charge us for event coverage and how much.

Once layout is finalized Katie will also produce an entire event script shared with all

The timeline includes pick up of various and set up schedule starting day/s before, event start - finish including timeline, set up & tear down details.

Promotion and Invites: Paper invites were mailed out the week of April 9th

- 1. Michelle Sepulveda (Township Communications)** From Mid-May through June 25 will include event promotion on every email blast.
- 2. Buntings and Banners were hung by PW on the 40 foot road pedestrian bridge.**
- 3. Flyers for hand and post on area bulletin boards will be printed and distributed after Towamencin day May 30th.**

Katie will fill out Bank of America's online request for donation form. No additional donations were received. All who donate will be thanked during the opening ceremony.

*****A heartfelt Thank you to Katie and Michele for your continued promotion of, time and effort on behalf of Towamencin and America 250! *****

- 4. Joyce** is asking for a photo of the Historical plaque at the next PW meeting.

Cardinal in Lansdale can make a poster for display from a quality photo.

EVENT ACTIVITIES:

- 1. Color Guard – Planned as described in last month's minutes**

2. ENDING Drone show- The *100 drone show to close our evening is contracted. sponsorship is still a desire. Background music was a question. Michon will reach out to the company to confirm that they provide the music coordinated drones.

3. IN BETWEEN Activities:

A. Boy Scouts (Hank Skozen and Keith Foy) should be communicated w/ ASAP to firm up the fire pits and Smores. Katie will reach out to local markets to ask for donations of graham crackers, chocolate bars and marshmallows.

B. Petting Zoo- Contracted

C. Face - Painting: Contracted

D. Games-

- **13 Colonies Trivia**- questions listed for answer with a map of the colonies for collection of stickers on the opposite side.
- **Shut the box Molly** showed and left several mini square cloths divided into 9 numbered squares. Kristin will lend a larger board game.
- **Corn Hole**- Morgan Log House is being gifted 3 sets (by NPHS vo-tech) which are almost completed. Public Works will need to pick them up from MLH after Molly's tournament event.

***A to do list for PW pre and during the event should be created at the next committee meeting or in a separate joint meeting with police.**

Crafts:

Molly created instruction sheets which have been copied for hand out that explain how to: for Cornhusk dolls, potato stamps and shut the box

Michon has confirmed that the girl scouts will do **Cup and ball, potato stamps and letters to the military**. Crafts may be set up under the pavilion by the waterfall to allow cover and extra work space.

- **Cornhusk Dolls (Molly at the MLH)** – Husks to be ordered via amazon and soaked a day in advance.
- **The potatoes should be cut long ways and kept cold up to stamping or they will deteriorate upon use. Craft prep, Tuesday June 23 @ 5:30 PM**
- **5 point stars- Grace volunteered to oversee the key club volunteers who will help kids make the origami 5 point stars.**
- **Coloring book handouts and game / craft instructions-** Molly shared her creation of these items. @ 300 of the coloring books (double sided) and @ 5 copies of each of the craft and game instructions have been completed.
- **Letters to military : Stacy, Michael (veterans) & girl scouts will provide sample letters and host this as part of their tables.**

4. Entertainment:

A. Founder Performers: Tiff's excel sheet shows the detailed list - all signed

B. George and Martha – (their son will sing the National Anthem), **Uncle Sam on Stilts, Betsy Ross, Ben Franklin, Ned Hector and Thomas Paine**

C. Local SAR & DAR – will have tables to share history, Vic is still in touch with SAR from NC with ties to Towamencin who plan to participate in Color Guard.

5. Historical Tables:

Katie and Tiffany have a running list of multiple historical societies / groups whom have requested table space. (30 12 foot spots are doable per side of the long walkway.

- Victor will host a table to promote the Historical Marker – commemorating George Washington and the Great American Army encampment within Towamencin Township boundaries during the Autumn of 1777. The State agency that created the marker is being asked if a high resolution image exists. If so a poster sized image will be ordered from it. Plan B – we'll ask local photo buffs to take one. It's been determined that the marker is too heavy to unpack and move more than once to its forever location.

****Victor asked if township could print the map showing Towamencin history to be handed out to especially children attendees. Joyce shared that Veterans has one and will look into having copies made available.**

- Brian Hagey will have a table to promote Towamencin History- old mile markers have been requested for display. PW is on task.
- Dr. Young will have a table for Montgomery County history

***** The above 3 tables should be adjacent to one another**

- The Veterans Committee would also like to have a table possibly with a tent to share the details of that historical encampment.
- Per Michael the American Legion may request a table depending on space and volunteer availability.

*****Kristin suggested offering these groups to host one of the crafts or games the committee has created as an additional attraction to their table. This may alleviate the number of volunteers needed and encourage attendees to**

visit all the tables. Joyce suggested spreading the crafts and games amongst the historical tables in an every other.

6. Story time -Michon shared a few books including The Ride of Paul Revere to have a key club or some other reading near the petting zoo. All agreed to offer at least one possibly two book readings at set intervals.

7. Food – No new information – prior **Katie** shared that she typically charges \$150 per truck and has secured an American Barbecue that will include Hotdogs and Hamburgers to go along with the Italian and Mexican previously confirmed. It was discussed that maybe at least one other American (specifically hamburgers and / or hotdogs) offering be sought. The committee requested Kona ice and / or Mr. Softee trucks. Katie has reached out but had not connected with either yet. She figures Softee with their multiple trucks should say yes.

8. Decorations: Buntings are hung – thank you Steve McMaster and the PW team Fisher’s Park is perfectly festive!

9. Volunteers- **Scouts**, **Key club**, and **ROTC** have all been reached out to and are poised for participation. Katie created a sign up genius that once reviewed and approved will be sent out to the above.

10. The **Declaration of Independence reading** will be played on a loop. Katie is securing a sound system for this table to be placed (spot still under discussion) as to not interfere with the music.

11. Music:

- 1) Liberty Bells (contracted) will perform after color guard and opening ceremony (@5:45-6:30)
- 2) Montgomery County Band as (contracted) 7PM-9PM

12. Bussing Metz is confirmed to provide 3 busses. Katie will communicate their travel route

13. Additional Needs:

- Katie has sought a better sound system for the main stage as well as a smaller one for the Declaration of independence reading loop.
- An Additional light tower has been acquired.
- Electronic signs from Police to alert that the parking lot is full.
- Close Kriebel section

Specific donation asks:

S'more ingredients – Shoprite, Weiss, etc.

Bags from banks (per Nancy's suggestion) for kids to carry their crafts and other

Sourcing / order request:

- Corn husks – need 5 husks per doll- estimate @ 500 husks per 100 dolls
- Twine for dolls
- Beads for Cup & Ball
- Light card stock (navy blue) for 5 point stars (200 sheets of 6X6)
- Star sticker for individual Colony trivia prize
- Mini American 250 flags for all trivia answered prize
- Paints for potato stamps
- Heavier stock paper for potato stamps
- Folded stock with envelopes for letters to military
- Markers for letters to military
- Potato (Russet or Yukon Gold)- to be purchased locally week before

*** An Amazon order has been created for Township staff**

Respectfully Submitted,

Kristin Warner

(Supervisor Liaison)