

DRAFT ONLY

Minutes not accepted until sign off from each committee member present

**Whitcomb Hall Committee
07/23/2014 Meeting Minutes
Prepared by Hayley Hill, Secretary**

Present: Lee Dunham, Nancy Carlson, Marion Bedard, Pete Johnson, Ann Bedaw, Gerry Bussiere, Sara Carbonneau and Hayley Hill

- Old Home Day
 - \$186 in donations received
- BBQ
 - Two serving times at 5:00 and 6:00
 - Same menu as last year, Gomarlo's is once again donation chicken and corn
 - G. Bussiere to assist M. Perry in block set up for fire pit
 - We can re-use signs from last year with updated date
 - Tables will have a donation jars, brochures available
 - Need two separate tables for tix sales of raffle items and food
 - S. Carbonneau will handle food tix sales, P. Johnson daughter to handle raffle sales
 - L. Dunham will be available for tours of hall
 - Takeaways:**
 - G. Wood- ask for donation of salad and bread from Olive Garden (150 expected)
 - P. Johnson- post sign in front of hall
 - P. Johnson- update signs and place around town
 - P. Johnson- obtain fire permit
 - P. Johnson- inventory current paper supplies, obtain take out containers if needed
 - L. Dunham- update Facebook page
 - L. Dunham/S. Carbonneau to check on chair availability at Grange Hall
 - S. Carbonneau- contact PJD for porta potty
 - S. Carbonneau- send letter to editor for BBQ and Ice Cream Social
 - H. Hill- contact Village Church about availability of chairs
 - H. Hill- submit event to calendar at WMUR, Keene Sentinel and Keene Shopper News
 - H. Hill- prepare information cards for raffle items
 - All- obtain raffle items. Provide description of item, including minimum bid, to H. Hill by 7/22
 - All- get the word out to anyone wanting to help set up, cook, serve, clean-up
- Ice Cream Social/Memory Day
 - Takeaways:**
 - P. Johnson/L. Dunham- pick up tables and chairs from library
 - P. Johnson/L. Dunham- check current inventory of paper goods
 - L. Dunham- inquire about video documentation
 - L. Dunham- will get ice cream and toppings
 - L. Dunham- update Facebook page
 - P. Johnson- post sign out front of hall

- Ice Cream Social/Memory Day (cont.)
 - M. Bedard- contact Dan Mitchell/Good News Friday
 - H. Hill- will serve ice cream
 - All- show up early to set up
- Fundraising
 - Takeaways
 - All- think of people and organizations willing to donate
 - P. Johnson- follow up with Liberty Mutual contact
 - M. Bedard- follow up with G. Getty
 - Swanzy Senior Citizens group has suggested a sizeable donation is forthcoming
- Brochure
 - H Hill to submit final draft to Keene Sentinel for printing (250)
 - G. Bussiere to give heads up to Sentinel of print request, he will pay for cost of printing.
- Minutes
 - P Johnson made a motion to accept 06/25/14 Whitcomb Hall Committee Meeting minutes, G. Bussiere seconded the motion, all others approved.
- Next Meeting: Wednesday, August 27th at Whitcomb Hall