

Note: Draft Minutes are subject to review, correction and approval by the Committee. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Committee.

Whitcomb Hall Committee
August 20, 2014 Meeting Minutes

Present: Nancy Carlson, Lee Dunham, Jerry Bussiere, Judy Bohannon, Pete Johnson, Gail Wood, Ann Bedaw and P&CD Director Sara Carbonneau.

Windows: Sara updated members on the status of the window upgrades. Screens are to be installed next week.

BBQ: Chicken BBQ details were discussed. Specifics follow –

- a. Jerry & Mark Perry will set up BBQ pit during the week. Fire permit has been obtained.
- b. Lee, Pete (and buddies) will set up tent and tables on Friday afternoon.
- c. Lee to coordinate with Recycling Center Director for trash/recycle bins.
- d. Food is all ordered – will have enough for 150 people on hand (but more is available at Gomarlo's). Corn & watermelons are being donated by Gomarlo's.
- e. Wood will pick up salad and breadsticks from Olive Garden at 4 pm on Saturday.
- f. Port-a-potty will be delivered by PJD on Friday. Same location as last year.
- g. Theresa DiLuzio obtained bottled water from Walgreens (thank you Theresa and Daryl Somerset!). Johnson has bucket(s) for water bottles and ice.
- h. Johnson stated that all paper goods, food items, plastic ware, food, etc. have been taken care of.
- i. Food runners on Saturday will be Judy & Nancy (should be there at 4 p.m.). Jen Gomarlo (hopefully) and Ann Bedaw will help serve. Also, Daryl Somerset and his son are available to assist. Lee also volunteered Robin's assistance!
- j. Lee will conduct tours of WH. Donation container to be placed inside (same as last year). Jodi Turner will be present to video remembrances.
- k. Sara will sell BBQ tickets. There will be no pre-orders, but take out containers will be available.
- l. Rachel & Susan Johnson will handle the silent auction/Chinese auction/raffle. If anyone has any items to donate (or can solicit donations), please let Pete know. So far we have: 3 yds. screened loam from Northeast Soils & Sitework, 2 gift certificates from Nick's, note cards from Jeanne Thieme, bowl & ornament from Kenny Greatbatch, gift certificate(s) from Cameron's winery (?), paintings from Swanzey Seniors, chocolate basket, beauty basket, maple syrup.
- m. Clean-up will take place on Sunday (volunteers?)
- n. Pete will put up the signs this weekend.
- o. Hayley – press releases (WMUR, Sentinel, Keene Radio Group, Shopper, etc.)
- p. Marion – please call Dan Mitchell to promote! Gift certificates from other sources? Also, community bulletin board?
- q. Judy – will bring plastic gloves.
- r. Sara to bring fundraising brochures.
- s. Calendars will be handed out for free!

Next Meeting: Next meeting is scheduled for Wednesday, August 27th at 3:30 p.m. at Whitcomb Hall to discuss fundraising!

Meeting adjourned at 4:15 p.m.

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Submitted by,

Sara Carbonneau, Director
Office of Planning & Community Development