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MEET BELMONT PLANNING COMMITTEE
MEETING AGENDA
TUESDAY, MAY 01, 2018
CONFERENCE ROOM 1, TOWN HALL, 7:00PM
Minutes By Emily Ferris

I. CALL TO ORDER

The meeting was called to order at 7:05PM.

II. APPROVAL OF 04/12/18 MINUTES

The committee reviewed and discussed minutes from our last meeting.

III. CONTINUED DISCUSSION OF COMMUNITY FAIR PLANNING PROCESS

The committee discussed the Meet Belmont Town Fair Checklist that Lisa made for each person and their roles. Each committee member has tasks they will complete before our next meeting. We confirmed that the Meet Belmont: Community Information Fair event is August 28th, 6:00-8:00PM.

The committee discussed Val's checklist; she will design logo and present at next meeting.

Flyers are hung in business windows; volunteers needed to distribute flyers. In general, people get the information about this event electronically so last year's committee spent more time focusing on e-marketing. Sandwich boards are vital in marketing; they'll be put out a week before event; the information on these boards need to be cut back. The committee discussed making connections with people from the Belmontian as well as the media center.

The committee discussed Brian's checklist. Brian will arrange slotted time at community table at Farmer's Market.

The committee discussed Emily's checklist. Natalie will search her email for volunteer list but Doug John probably has the most recent one; Brian may have the "thank you" list. Discuss and plan meeting for old and new volunteers. T-shirts made for volunteers.

The committee discussed Ashley's checklist. Before next meeting Ashley will send out save the date or invitation.

The committee discussed Lisa's checklist. Lisa will make checklists for each month and oversee roles and duties. Food pantry raffle.

IV. DISCUSSION REGARDING NEW IDEAS FOR FAIR PLANNING AND EVENTS

The committee discussed holding the event on the same date as last year but for the future we will re-assess to see if it's worth moving the date to September for higher attendance purposes. The committee considered changing the title of the event but ultimately decided to keep it the same: "Meet Belmont: Community Information Event"

V. GOALS FOR NEXT MEETING

Everyone will work to accomplish their checklists before next meeting.

VI. OTHER BUSINESS

A.) NEXT MEETING: JUNE 12, 2018, 7:00PM Location: TBD

B.) Monday May 7th - Belmont Newcomers Event 6:00PM at Conley's, sponsored by Belmont Savings Bank. This is a fun new group that we hope to co-sponsor.

VIII. ADJOURN

Meeting adjourned 8:40PM

Respectfully submitted,

Emily Ferris

Meet Belmont Committee Member