

MEET BELMONT PLANNING COMMITTEE

MEETING MINUTES

2018 MAY 15 AM 9:01

THURSDAY, APRIL 12, 2018

BELMONT TOWN HALL AUDITORIUM, 8:00 PM

Members present: Emily Ferris, Ashley Lang, Natalie Leino, Valerie Krempus, Brian Saper, Lisa Scudder.

Members not in attendance: None

Natalie Leino called the meeting to order at 8:05 p.m.

I. COMMITTEE INTRODUCTIONS

Natalie Leino, chair of the Vision 21 Implementation Committee who helped facilitate the creation of the Meet Belmont Planning Committee, welcomed everyone to the committee and thanked them once again for participating in this newly formed committee. Everyone provided a brief introduction of themselves.

II. OVERVIEW OF COMMUNITY INFORMATION FAIR PLANNING PROCESS

The Committee discussed and agreed that with the date of the Meet Belmont Community Information Fair fast approaching, it made sense for the committee to focus on the fair for the next few months rather than plan additional events and projects. It was suggested and agreed that time be left at the end of each meeting for discussion of potential additional events.

Natalie then provided everyone with a copy of the Meet Belmont master planning sheet from the prior year and gave an overview of the main components of the planning process. This included a breakdown of how certain tasks were historically divided. With four main organizers for the past couple of years, tasks were divided into four categories: (1) logistics, (2) marketing, (3) exhibitor communications, and (4) volunteer coordination. Natalie also noted that with the committee newly formed, a Chair of the committee should be elected.

III. DISCUSSION REGARDING ROLES AND RESPONSIBILITIES

After hearing about each role, the committee members each expressed which roles they would be interested in. Lisa Scudder was nominated to be Chair of the committee. The motion was seconded, and the committee unanimously voted in favor. The following additional roles were then decided upon.

Ashley Lang – exhibitor communications

Emily Ferris – volunteer coordination

Brian Saper – logistics

Valerie Krempus – marketing

Natalie Leino – general advisor to all of the above categories based on past experience

IV. DISCUSSION REGARDING COMMITTEE MEETING TIMING/FREQUENCY

The Committee discussed potential structure for future meetings. It was agreed that a standing monthly meeting on a set evening, ideally at Town Hall, worked well for everyone. The Committee agreed to meet on the first Tuesday of the month from 7-9 pm, with exceptions to be made as needed.

V. GOALS FOR NEXT MEETING

It was agreed that the next meeting would include a more in-depth conversation regarding next steps for the fair planning.

VI. OTHER BUSINESS

- a. Next Meeting: May 1 from 7-9 pm

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Natalie Leino, Secretary Pro Tempore

August 28th- Meet Belmont

6-8pm