Town of Sturbridge

*Special Events Committee*

**Meeting Minutes**

Tuesday, February 20, 2024 – 5:30 p.m.

**Members Present:**

John Rice

Mary Dowling

Kerry Carey

Sandra Nasto

**Absent:**

Terry Masterson, EDTC

**Guests:**

Jenny Harrington

**Call to order:**

5:36 PM

**SEC Vacancy Interview**

Jenny met with the Committee and was briefed on the Special Events Committee and it’s history/how it operates. Mary provided an overview of the history of the committee and its role in the town. Kerry provided additional context. Jenny attended the meeting as a guest seeking information to potentially join as a member for the vacant role.

**SEC Committee Role Appointments**

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| **Motion** | **To Appoint John Rice as SEC Chair and Kerry Carey as Vice Chair** |
| Moved and Seconded: | BY: M Dowling Second: S Nasto |
| Vote: | YES: Nasto, Carey, Rice Dowling |
| Outcome:: | Approved 4-0 |

**Sturbridge Mix & Mingle**

* Reviewed materials created by Kerry for the event including the registration form on EventBrite and the flyer to be shared digitally and printed for distribution within the town.
* Event link: https://www.eventbrite.com/e/sturbridge-mix-mingle-community-night-out-tickets-843904971487?aff=oddtdtcreator
* Discussion about details around the event included food, logistics, DJ, and final planning.
* John Rice to reach out to DJ from 5K race to check availability and price for this event.
* Kerry to work with Sandra and Publick House to finalize menu and logistics of room layout.

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| **Motion** | **To Authorize Kerry Carey to meet with Publick House to review and finalize menu and logistics for this event. Menu costs up to $1,500 only.** |
| Moved and Seconded: | BY: M Dowling Second: S Nasto |
| Vote: | YES: Nasto, Carey, Rice, Dowling |
| Outcome:: | Approved 4-0 |

**Mix N Mingle Preparation Tasks:**

* 1. Mary to announce event at BOS meeting
  2. Mary Dowling left meeting at 6:27 PM
  3. John to print PDFs and distribute around town and provide some to other committee members to distribute
  4. Committee to promote digitally via Facebook
  5. Kerry to share digital materials for promotion to Town Admin for sharing on Sturbridge town website and Town Admin social media pages

**Next meeting date**

Monday, March 11 at 5:30 PM

**Motion to adjourn at 6:34 PM: Kerry Carey**

Seconded by Sandra Nasto

All in favor: Kerry, Sandra, and John

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| **Motion** | **To Adjourn at 6:34pm** |
| Moved and Seconded: | BY: K Carey Second: S Nasto |
| Vote: | YES: Nasto, Carey, Rice, Dowling |
| Outcome:: | Approved 4-0 |