EAST HARTFORD VETERANS COMMISSION
EAST HARTFORD TOWN HALL
WELLING CONFERENCE ROOM

Memorial Day Parade Committee

April 19, 2022 @ 5:00PM


ABSENT: James Shelmerdine

CALL TO ORDER: Chairman Cook called the meeting to order at 5:01 p.m.

PLEDGE OF ALLEGIANCE: the commission was led in the pledge of allegiance and moment of silence by Candy Guastamachio.

AMENDMENTS TO AGENDA: None

ROLL CALL: as indicated above.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COMMISSION: NONE

APPROVAL OF MINUTES FOR March 15, 2022:

MOTION
By Vincent Parys
Seconded by Paul Barry
Motion carried 10/0

OLD BUSINESS

1. Candy Guastamachio provided an update on the parade segment. A list of participants can be found on the shared google worksheet.

2. Craig Jordan presented a program draft of the event at the Fallen Star.

   a. It was agreed that the “benediction” will be done after the reading of our Gold Star Honor Roll and just prior to “Taps”.

   b. Craig will emcee the reviewing stand and the beginning and ending portions of the event at the Fallen Star. John Lawlor will introduce the main speakers.

   c. Craig will also follow through with the Portland & District Pipers

3. Connor Martin has indicated that the participants form on the website has been closed. Those that indicated a desire to participate prior to the form closing will be considered on a case-by-case basis. Connor also indicated that the printer will need a 2 week lead time for the printing of the program. Program specs should be given to the printer no later than May 16th.
4. John Cook will contact the Commandant’s office to see if the Admiral will be joined by any aides of family members and to see if any arrangements have to be made for the Admiral’s flag.
5. The Committee was reminded about having enough lead time to secure payment of any donations or honorariums that need to be paid at the Parade. Roz White will check with finance to see the exact requirements for documentation and timing.
6. Cars on loan from the dealerships need to have parking at the end of the parade.
7. We need to organize volunteers and identify tasks. Identify tasks should be done by 5/17/22 so we can have a walk through with the volunteers.
8. Our next meeting 5/3/22 will be held on site at Goodwin University.
9. Bios have to be prepared for the 3 Grand Parade Marshals for the program and for the Mayor’s proclamations.
10. Banners and lawn signs have to be ordered.

NEW BUSINESS:

1. We are adding an additional meeting for 5/24/22 to review and take care of last minute details.
2. We need to schedule a meeting in June to critique the event.
3. We need to remind participants that:
   a. No throwing candy or objects
   b. No fund raising or soliciting of funds
4. Roz White will work on letterhead for the Veterans Commission for thank you letters following Parade.

ADJOURNMENT
MOTION
By John Lawlor
Seconded by Paul Barry
Motion carried 10/0 at 6:25PM

Submitted by:
Chairman John Cook