

**VETERANS COMMISSION AGENDA**

**740 MAIN STREET**

**EAST HARTFORD, CONNECTICUT**

**Welling Conference Room**

**Memorial Day Parade Committee Meeting**

May 24, 2022 5:00 p.m.

Pledge of Allegiance with moment of silence for the fallen.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) AMENDMENTS TO AGENDA.
- 4) OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COMMITTEE
- 5) Approval of minutes: May 17, 2022
- 6) OLD BUSINESS
  - (a) Memorial Day parade. Report from Team leaders.
    - (1) Candy Guastamachio – Parade Team Leader
      1. Bands & marching units
      2. <https://docs.google.com/spreadsheets/d/1Ny16AbleluHGRKfEo9PLUc4YVPzTurDC3CfxjV0sOwl/edit#gid=0>
    - (2) Craig Jordan – Presentation and speakers Team Leader
    - (3) Reader for “Gold Star Names”
      1. Dan Lareau – Revolution & Civil War
      2. Chris Larson – WW1
      3. John Cook – WWII Anthony Alesi – Robert Kearns
      4. Richard Bates – WWII David Kinghorn, Jr – Edward Zakaukas
      5. Paul Barry – Korea, Vietnam, & Iraqi Freedom
    - (4) Connor Martin – Post event Team Leader
  - (b) Event Program
    - (1) Printing
  - (c) Outstanding tasks/issues
    - (1) <https://docs.google.com/spreadsheets/d/1KHU9euoym1kfV1V4PI4A-XgZdohPDB0-5yvXfXyLHgo/edit?usp=sharing>
  - (d) Reminder about timeline for paying participating band honorariums

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- (e) Keynote Speaker – Admiral Karl Schultz, USCG.
- (f) Signage requirements – yard signs and banners.
- (g) Participant’s rules and guidelines

**7) NEW BUSINESS**

- (a) Arrival at parade
- (b) Meeting with and training volunteers.
- (c) Veterans Commission table at event.
- (d) Critical times
  - (1) Setup, chairs, sound
  - (2) Meeting volunteers
  - (3) Missing or reassigned parade units - communication
  - (4) Parade starts 1000 hrs.
    - 1. Keep things moving
  - (5) Unit: 103 AW Aircraft: 1 x C-130
  - (6) Target time for speakers 1100 hrs.
  - (7) Other
- (e) Establish date for “after event review” what went well and what didn’t.

**8) ADJOURNMENT**