

**MINUTES OF THE CITY OF ST. CLAIR SHORES
MEMORIAL DAY PARADE COMMITTEE
APRIL 19, 2023**

PRESENT: David Ellis, Chairperson
Kyle Nicholson, Vice-Chairperson
Linda Bertges
Catherine Destefano
Maria Galla
Pam Mason
Robert Muha
Jenna Franklin
Robert Calhoun

ALSO PRESENT: Bob Mason
Rick Bertges
Jamie Victory
Acura Calhoun
Steven Keith, Recording Secretary

1. OPENING

The meeting was called to order at 6:00 p.m. and the Pledge of Allegiance was recited by those in attendance.

2. ROLL CALL, INTRODUCTION OF ANY NEW MEMBERS OR GUESTS, EXCUSALS

Roll call was taken and a quorum was present.

Ms. Mason showed a Memorial Day Parade cutting board she was gifted from Ms. Franklin.

3. REVIEW AND APPROVAL OF MINUTES FROM THE APRIL 5, 2023, MEETING

Motion by Mr. Nicholson, seconded by Ms. Bertges to approve the minutes from the April 5, 2023, with a change from Chandler Park Academy DJ to Chandler Park Academy Band.

AYES: All

NAYS: None

ABSENT: Rubello, Myers

4. PUBLICITY UPDATES & NEW PARADE COMMUNICATIONS CHIEF

Mr. Ellis said we went from 80 confirmed attendees up to 116 in 14 days.

Ms. Mason asked if Kirk Maltby will have to fill out an application even though he is a VIP guest.

Mr. Ellis said it is not required but it is helpful to get basic information from the VIP and we can fill out the application for them if needed. Congressman John James, Congresswoman Elissa Slotkin, and other political figures will be attending the parade. Politicians are not allowed any political advertising or campaigning. Mr. Ellis added that the Memorial Day Parade was again in the St. Clair Shores Sentinel.

5. FINANCE REPORT, REVIEW OF INVOICES, T-SHIRT ORDER

Ms. Mason does not have a new finance report. T-shirts are ready at MyDeal Graphics. They will be for sale at City Hall, MyDeal Graphics, and the spaghetti dinner.

Mr. Ellis said the banner will be ready to be displayed at the spaghetti dinner.

6. FINALIZE ASSIGNMENTS FOR APRIL 27 FUNDRAISER DINNER

Ms. Bertges said she needs 25 more tickets for Mr. Calhoun.

The committee went around the table announcing how many tickets they each sold.

Ms. Bertges said they have sold approximately 70-80 tickets so far. She said they sold 70 tickets last year and 290 people showed up. She said most people do not buy tickets ahead of time but show up for the dinner. Ms. Bertges said she will be at the dinner at 2:00 p.m. Ms. Bertges and Ms. Destefano are going to work on the \$100 boards. She suggested setting a table up for "will call" tickets so the line will be shorter.

Mr. Muha arrived at 6:14 p.m.

Mr. and Ms. Mason will do the 50/50 raffles.

Ms. Galla has volunteers to sell T-shirts and stickers.

Ms. Mason will handle counting money security and deposits.

Mr. Ellis said he can help with counting money as well.

Mr. Nicholson will be at the front door directing traffic.

Mr. Ellis said he will collect tickets from people in the buffet line.

Ms. Galla will oversee the volunteer recruiting table.

Mr. Ellis said we still need volunteers for Saturday to help move things.

Ms. Franklin will be doing ticket sales.

Ms. Bertges and Ms. Mason are going to start the decorations tomorrow. Ms. Bertges gave progress updates on the \$100 board and she has raised over \$11,000 so far. She said Ms. Franklin has been doing a great job posting. There are good leads for donations at the spaghetti dinner.

Ms. Galla, Ms. Mason, and Ms. Bertges said they think there will be a great turnout at the spaghetti dinner.

Ms. Mason said she thinks tickets should be collected at the door before entering to get an accurate head count.

Mr. Ellis agreed to have a small table right before the entrance to collect tickets.

Ms. Bertges said she has a small round table she will bring.

Mr. Calhoun asked what time the doors will open.

Mr. Ellis said the doors open at 4:00 p.m. and the meals are served from 4:00-8:00 p.m.

Ms. Bertges said we need to know if anyone has any food allergies by Monday, so they know how much food to prepare.

Ms. Franklin and Ms. Bertges are going to get the balloons.

7. UPDATE ON RECRUITING OUTREACH, VIP PARTICIPATION & FLOAT RECRUITMENT

Mr. Ellis showed a spreadsheet of the organizations requesting money to appear. There are 12 organizations requesting almost \$13,000. The majority of that is for the flyover which is \$7,700 but the average amount of request money is about \$500. The Chandler Park Academy Band is asking for \$1,000, which seems expensive for a high school band. Mr. Ellis said he wants to ask Chandler Park to lower their price and see what they say.

8. UPDATE ON VOLUNTEER RECRUITING & PARADE VOLUNTEER TRACKING & TRAINING

Ms. Galla asked if we are going to send out emails to the volunteers.

Mr. Ellis said we will draft one email with all the instructions on it for all the volunteers.

Ms. Galla asked if volunteers can request different jobs because some of the volunteers didn't like their assignment last year.

Mr. Ellis said we can be accommodating to returning volunteers.

Ms. Galla said there are 9 returning volunteers from last year and the rest of the volunteers are new.

Mr. Ellis asked to make copies of the volunteer list.

9. REVIEW "WHITE BOARD" ISSUES LIST

The committee handled "White Board Issues" in other sections of the meeting.

10. NEW BUSINESS ITEMS

Ms. Franklin wants to discuss giving Tracy Jarret money for being a photographer for the parade for many years. She said Greta had suggested giving her \$300.

The committee discussed the amount of money to give the photographer as a thank you.

Mr. Muha asked if sweatshirts can be purchased yet.

Ms. Mason said an email was sent out and hoodies are \$16 and \$12 for crewnecks.

Motion by Ms. Franklin, seconded by Ms. Bertges to give the photographer, Tracy Jarret, \$300.

Amended motion by Ms. Franklin, seconded by Ms. Bertges to give the photographer, Tracy Jarret, \$500 instead of \$300.

AYES: All

NAYS: None

ABSENT: Rubello, Myers

11. AUDIENCE PARTICIPATION

Ms. Calhoun asked if there will be giveaway baskets.

Mr. Ellis answered there will not be giveaway baskets.

Ms. Calhoun asked when the money is due for the tickets that are sold.

Mr. Ellis said they are due the day of the event.

Ms. Calhoun asked if volunteers have to purchase tickets for the spaghetti dinner.

Mr. Ellis said the committee has not made a decision on that yet.

There was a discussion on whether or not committee members and volunteers have to purchase tickets.

Ms. Calhoun passed around a flyer from the Waterfront Environmental Committee where they have the events written on the front and a signup sheet on the back. She said it saves paper and it is convenient for people.

Ms. Galla asked if there will be an announcement of recognition for people who donated.

The committee members discussed giving recognition to Tommy Kash, the marketing director for The Carpet Guys, for his donation.

Item 11 continued

Mr. Ellis said it can be announced when he has the microphone. He added that he already gave the Veteran of the Year and the Parade Grand Marshal their tickets.

Motion by Ms. Franklin, seconded by Ms. Mason to have the volunteers helping at the spaghetti dinner get their meals for free.

AYES: All
NAYS: None
ABSENT: Rubello, Myers

Motion by Ms. Mason, seconded by Ms. Galla to have committee members NOT pay for their meals at the spaghetti dinner.

AYES: Calhoun, Franklin, Destefano, Nicholson, Mason, Galla
NAYES: Bertges, Muha
ABSTAIN: Ellis
ABSENT: Rubello, Myers

Motion by Mr. Nicholson to excuse Mr. Rubello and Ms. Myers is TABLED.

12. ADJOURNMENT

The next meeting will be on May 3, 2023, at 7:00 p.m.

Motion by Ms. Bertges, seconded by Ms. Mason to adjourn the meeting at 6:57 p.m.

AYES: All
NAYS: None
ABSENT: Rubello, Myers

[THE PRECEDING MINUTES ARE A SYNOPSIS OF A ST. CLAIR SHORES MEMORIAL DAY PARADE COMMITTEE MEETING AND DO NOT REPRESENT A VERBATIM RECORD]