

Veterans Memorial Committee Meeting
March 15, 2021
Virtual Meeting
7:00 p.m.

Final Minutes

| Term Expiration | Members | Present | Absent |
|------------------------|-----------------|-----------------------|---------------|
| Staff | Robert Marsili | X | |
| 6/30/2021 | Adrea Benedetti | | X |
| Honorary Member | Deloris Cass | | |
| 6/30/2022 | Mary Cook | X | |
| 6/30/2022 | Tom Davis | X <i>Via phone</i> | |
| 6/30/2023 | Lisa Fischer | X | |
| 6/30/2023 | Joseph Ruth | X <i>Via phone</i> | |

Also present: Robert Marsili, Staff Liaison; Joi Woods, Contract Secretary

- I. The meeting was called to order at 7:07p.m. by Mary Cook.**
- II. Approval of October 21, 2020 Minutes**
Tom Davis made a motion to approve the minutes from October 21, 2020. Mary Cook noted corrections. Tom Davis motioned to approve the October 7, 2020 Minutes as amended. Joe Ruth seconded the motion. All were in favor. None were opposed. The motion passed.
- III. Color Guard**
Tom Davis will secure the Color Guard and contact The American Legion Auxiliary to host the ceremony on Memorial Day at 11:00 a.m., including hosting the event inside a hall in the event of inclement weather.
Robert Marsili will inquire about city guidelines to host the event indoors amidst changing COVID-19 restrictions.
- IV. Wreaths**
The committee discussed the placement of 6 wreaths
- V. Prayers**
Ivy Christophers and Tom Davis will recite non-denominational opening prayer and closing benediction. Tom Davis will contact Ivy Christophers.
- VI. Music - Taps**
The committee discussed using a karaoke music machine to play instrumental recordings of *Taps*; securing a power source
 - *Taps* sang live
 - Will contact an opera singer to inquire about singing *Taps* during the ceremony
- VII. Mayor's role**
The committee discussed the Mayor's participation to include the Pledge of Allegiance and placement of a wreath
Mary Cook will contact the Mayor to extend an invitation

VIII. Signage

Lisa Fischer Provided the committee with a recap of the costs and use of signage for the Veteran's Day Ceremony

- Signage placement ideas, liabilities Signs were placed in key locations to promote awareness
- Social Media promotions- selfies with signage
- Signage to honor veterans
- Partnering with the Communications Director

IX. Ceremonial gifts & representation

The committee discussed ideas to honor deceased Veterans

A. Red Poppy Flowers

- Ceremonial placement of Red Poppy Flowers
- Poster boards containing the names of Veterans, placing Red Poppy Flowers next to each Veteran's name as it is read.

B. Red Poppy Flower Art Installation

- Lisa Fischer shared a suggestion Red Poppy Flowers made of clay with the name of a deceased veteran

Flags

The committee discussed Boy Scouts' participation including planting flags around the Veteran's Memorial.

X. Event Filming

The committee briefly discussed recording the event using Smart Phones and possibilities to secure volunteers and/or organizations (Boy Scouts, Girl Scout, Student Groups, etc.) who have recording capabilities. Additional discussion will be held during the next meeting.

XI. Event Promotion – City and VMC members

The committee discussed promotion of the Veteran's Day event. Noted strategies included

- Advertising across the city's social media platforms and the city's local TV channel
- Maximizing the use of the VMC's logo
- Lisa Fischer requested a copy of the logo to be forwarded to her
- Lisa Fischer will review items left by the previous chair, the items are housed at Davis Hall

XII. Boy Scouts and the Girl Scouts

Mary Cook will inquire with the Boy Scouts and the Girl Scouts about participating in the ceremony.

XIII. Other Discussion

Inclement Weather

The committee discussed establishing a plan for inclement weather, noted points included:

- Advertising inclement weather plans through the city Communications Department
- Signage redirecting participants to the alternate location in the event of inclement weather

- Lisa Fischer will follow up with Ryna Quinones, to secure redirection signage.

XIV. Next meeting

The next meeting is scheduled for xxx April 19, 2021 7:00 p.m.

XV. Adjournment

Tom Davis made a motion to adjourn the meeting. Mary Cook meeting was adjourned at 7:52pm.