

Stamford Patriotic and Special Events Commission

Minutes (draft)

Wednesday, August 24, 2022

The meeting was called to order at 2:05 PM by Chairperson Xavier Shellman with all participants joining by Zoom.

<https://us02web.zoom.us/j/98066585413?pwd=S1ppUmc0cDYvY25QbzBsZGVucHNadz09>

Meeting ID: 980 6658 5413

Passcode: PSEC

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Attendees

P&SEC Members: Xavier Shellman, Dave Kaplan, Hubert Delany, Kate Cook – quorum present.
Guests: Colleen Harkey, Pat Parry, Archie Elam, Tom Finn, Steve Fisher.

Agenda

- 1) Read minutes from August 3, 2022 meeting
 - a. The minutes were approved by unanimous vote.
- 2) Update on new invoice payment process.
 - a. Xavier Shellman confirmed that the Mayor's office has designated someone who is authorized to pay invoices for PSEC sponsored events. All future invoices should be submitted to Xavier or David Kaplan for review and forwarding to Valerie Pankosky in the Mayor's office.
- 3) Update on donation to VFW Post 9617.
 - a. Xavier Shellman has coordinated payment with the Mayor's office. The paperwork for payment has been set up pending payee information details.
 - i. **ACTION:** Xavier Shellman contact Alan Gerard for VFW payee information details and forward to Mayor's office for payment.
- 4) Review new PSEC event registration
 - a. Dave Kaplan presented an updated registration form based on Microsoft forms. Changes, as agreed at the last meeting, included check boxes for participants to identify specific vehicle types, if any, and a notice that no campaigning is allowed.
 - b. He also presented an option using the cloud-based JotForm application. All agreed that this was preferable to the Microsoft form:

- i. It provides a more user-friendly interface, allows participants to upload supporting documentation (W-9s, proof of vehicle insurance, photos of vehicles, etc.), and allows partial save and continue later.
 - ii. From an administrative perspective, it includes various reporting functions and allows download of submitted participant forms either singly or in bulk.
 - iii. For management, additional PSEC members can be given administrative access rights.
 - iv. JotForm also allows changes or edits to the form at any time without having to change the access link provided to participants.
 - v. **APPROVAL**. All agreed to the JotForm registration, pending Webmaster concurrence.
 - c. Based on subsequent discussion, the following was agreed to be added to the participant registration form:
 - i. **ACTION**: Dave Kaplan add additional wording to the “no campaigning” notice to include no buttons or T-shirts with political messages. Include Xavier Shellman’s cell phone rather than office number under contact information. Add rain date.
 - ii. **ACTION**: Dave Kaplan add clarifying instructions to “Vehicle Description” free-text block for all vehicle types. Add Military to “Jeep” “HMMV”, and “Truck” check boxes. Include “Invoice Upload” block to JotForm registration.
 - d. Dave is coordinating with the Government Center Webmaster, Aaron Miller for options to link either the Microsoft or, preferably, JotForm registration to the Stamford Government website.
 - i. **ACTION**: Dave Kaplan finalize the registration form and provide link to participants with Webmaster concurrence.
- 5) Review new PSEC event Standard Operating Procedures (SOP)
 - a. Dave Kaplan presented changes to the draft SOP, based on suggestions at the last meeting . These included spelling out all acronyms and addition of the “no campaigning” policy. As stated at the last meeting, the SOP is to be a living document, with updates whenever needed, based on experience.
 - b. **APPROVAL**: All agreed to approve the SOP and update policy with the following additions/changes:
 - i. **ACTION**: Dave Kaplan add “no buttons or T-shirts” to the “No Campaigning” policy and add version information to the SOP header.
- 6) Review Veterans Day Parade and Ceremony Project Plan
 - a. Dave Kaplan presented the draft project plan (GANNT chart) that he developed based on suggestions at the last meeting. It includes a timeline of key tasks and milestones leading to November 6th Event.
 - i. **APPROVAL**: All agreed to approve the project plan as the PSEC management tool with the following additions. It is understood that this is a living document, to be updated as needed based on meeting-or-slipping of milestones.

1. **ACTION:** Dave Kaplan add a “Ceremony Pamphlet” task to the timeline. Add “Trolley Coordination” and “Mall Ramp Closure” tasks.
 2. **ACTION:** Kate Cook develop Communications/Marketing Plan as an annex to the SOP. Send to PSEC members for review.
- 7) Planning for Veteran’s Day activities (remaining action items from the previous meeting”
- a. Donation in honor of Mickey Doyle, Springdale Florist.
 - i. **ACTION:** Xavier to submit paperwork for a \$500 donation to the Springdale Post No. 9617, VFW in honor of Mickey Doyle, Springdale Florist.
 1. **ONGOING.** See Agenda item 3) above.
 - b. Review new PSEC event registration form
 - i. **ACTION:** Dave Kaplan coordinate hosting of the registration form on the Government Center website.
 1. **ONGOING:** See Agenda item 4) above.
 - c. Review new PSEC event SOP
 - i. **ACTION:** Kate Cook develop an initial Communications sequential timeline.
 1. **ONGOING.** See Agenda item 6) above.
 - d. Planning for Veterans Day activities
 - i. **ACTION:** Xavier to reach out to the Stamford Government Webmaster to upload a placeholder (save the date) for the Veterans Day events pending development of a graphic-designed flyer.
 1. **ONGOING.**
 - ii. **ACTION:** Kate Cook begin advertising ASAP. Provide an update on availability of a graphic designer and determine earliest start for design and completion of the graphic.
 1. **ONGOING.**
 - iii. Contacting participants
 1. **ACTION:** Dave Kaplan to begin contacting units for participation in the 2022 Veterans Day Parade.
 - a. **ONGOING:** Most units have been contacted with a “save the date” pending completion and posting of registration form.
 2. **ACTION:** Hubert Delany coordinate with Joe Colavito to determine who should contact the 102nd Infantry Bn Band/Quintet to lock in availability. Should lock in as soon as possible.
 - a. **ONGOING:** Joe Colavito has received tentative approval, pending receipt of paperwork, for the Quintet’s participation. Request for flyover is probably not going to be approved.
 - iv. Political Candidates and Campaigning
 1. **ACTION (new):** Dave Kaplan to include a “no campaigning” statement in the registration form.
 - a. **COMPLETE.**

2. **ACTION:** Xavier and Kate investigate possibility of a press release of the “no campaigning” policy (increased importance to implement the policy given upcoming elections).
 - a. **COMPLETE:** Rather than a press release, invitations to Government officials will include a statement that affiliated candidates are welcome subject to the “no campaigning” policy.
 - i. **ACTION:** Hubert Delany to include “no campaigning” policy in invitations to Government officials.
 - v. Mayor’s Proclamation, Plaque, and Citation
 1. **ACTION:** Determine who, going forward, is the primary PSEC contact in the Mayor’s office to ensure that any proclamation is being prepared, with offer of assistance (e.g. provide bio), but not in lieu of the staff’s role.
 - a. **COMPLETE:** Protocol going forward is to coordinate ALL actions through Valerie Pankosky and ask her to forward or coordinate as appropriate.
 2. **ACTION:** PSEC clarify, going forward, roles and responsibilities for Plaque (Mayor’s Office?) and Citation (Hartford).
 - a. **ONGOING.**
 3. **ACTION:** Archie Elam coordinate with Steve Fisher, Stamford Veterans Council to identify nominee for Grand Marshal. Request name by September 21st, but no later than October 4th.
 - a. **COMPLETE.**
 - e. Parade
 - i. **ACTION:** Evaluate possibility of an overhead banner along route on Bedford St. for Veterans Day.
 1. **COMPLETE:** All agreed that a banner is cost prohibitive and would conflict with other street displays in November.
- 8) Upcoming meetings
- a. Next meeting, September 7th, via Zoom, at 2:00 PM.
- 9) The meeting was adjourned at 3:00 PM.