

Stamford Patriotic and Special Events Commission

Minutes (Approved)

Wednesday, September 7, 2022

The meeting was called to order at 2:07 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

One tap mobile

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Attendees

P&SEC Members: Xavier Shellman, Dave Kaplan, Hubert Delany, Kate Cook, Joe Colavito – quorum present.

Guests: Colleen Harkey, Pat Parry, Alan Gerard, Chris Munger

Agenda

- 1) Read minutes from August 24, 2022 meeting
 - a. The minutes were approved by unanimous vote.
- 2) 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 from last meeting:** Xavier Shellman contact Alan Gerard for VFW payee information details and forward to Mayor's office for payment.
 1. **ONGOING:** Alan will prepare an invoice and has copied the VFW Quartermaster who will work on a W-9.
- 3) Update on PSEC event registration
 - a. Dave Kaplan reviewed updates to the JotForm registration approved at the August 24th meeting.
 - i. **ACTION from last meeting:** 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.
 1. **COMPLETE.**

- ii. **ACTION from last meeting:** 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.
 - 1. **COMPLETE.**
 - iii. **ACTION from last meeting:** Dave Kaplan finalize the registration form and provide link to participants with Webmaster concurrence.
 - 1. **COMPLETE:** Invitation with link to the registration form has been emailed to 57 offices and organizations
 - iv. **ACTION from last meeting:** Dave Kaplan coordinate with Webmaster for hosting of the registration link on the City Website.
 - 1. **ONGOING.** Aaron Miller is posting the registration link on the PSEC webpage and a “news story” on the City Website main page which should be live soon.
 - v. **ACTION:** Dave Kaplan add parade start time to Jotform registration header.
 - vi. **ACTION:** Dave Kaplan send invitation to Stamford Library (Ferguson and Bennett) for their advertising to membership.
- 4) Review PSEC event Standard Operating Procedures (SOP) approved at the August 24th meeting.
 - a. **ACTION from last meeting:** Dave Kaplan add “no buttons or T-shirts” to the “No Campaigning” policy and add version information to the SOP header.
 - i. **COMPLETE.**
- 5) Confirm Parade Route
 - a. **DECISION:** All agreed with the previous decision to keep the same route and staging area as for the 2022 Memorial Day Parade.
 - b. Alan Girard noted that at the Memorial Day Parade, the upper portion of Bedford Street (Hoyt to North) had not been closed to traffic until 11:30 AM which created a hazard to parade vehicles forming up in the staging area from 11:00 AM – 1130 AM.
 - i. **ACTION:** PSEC request Police closure of Bedford Street to thru-traffic from below North to above Hoyt starting at 11:00 AM. Include statement in SOP that upper Bedford Street must be closed to thru traffic during formation times in the staging area.
- 6) Review Veterans Day Parade and Ceremony Project Plan
 - a. Dave Kaplan reviewed status of the project plan (GANTT chart) approved at the August 24th meeting.
 - i. **ACTION from last meeting:** Xavier 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.** See paragraph 3) a. iv, above. The news story should serve double duty as a public parade announcement and instructions for participation.
 - ii. **ACTION from last meeting:** Dave Kaplan to begin contacting units for participation in the 2022 Veterans Day Parade.

1. **COMPLETE:** See paragraph 3) a. iii.
- iii. **ACTION from last meeting:** Dave Kaplan add a “Ceremony Pamphlet” task to the timeline. Add “Trolley Coordination” and “Mall Ramp Closure” tasks.
 1. **COMPLETE.**
- iv. **ACTION:** Dave Kaplan & Colleen Harkey coordinate Trolley for continuous loop rides from Veterans Memorial Park to the Parade staging area as done for the 2022 Memorial Day Parade.
- v. **ACTION from last meeting:** PSEC clarify, going forward, roles and responsibilities for Plaque (Mayor’s Office?) and Citation (Hartford).
 1. **ONGOING.**
- b. Kate Cook reviewed status of Parade advertising.
 - i. **ACTION from last meeting:** Kate Cook develop Communications/Marketing Plan as an annex to the SOP. Send to PSEC members for review.
 1. **ONGOING:** Plan is being developed and targeted for completion by next meeting.
 - ii. **ACTION from last meeting:** 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.** Kate Cook has arranged with a graphic designer to create an ad by September 15th within a \$250 budget. PSEC approved unanimously to go forward.
 - iii. **ACTION:** Kate provide completed ad for Government Website and Community as soon as available.
 - iv. **ACTION:** Steve Fischer to provide update on plans for live streaming and notification to Veterans care facilities.
 - v. **ACTION:** PSEC ensure recognition is given to LocalLive for pro-bono streaming in the published ceremony program as done in the past.
- c. Joe Colavito reviewed status of 102nd Infantry Bn support.
 - i. **ACTION from last meeting:** 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.
 1. **ONGOING:** Joe Colavito has received tentative approval, pending receipt of paperwork, for the Quintet’s participation. He is pending response on request for a vehicle.
- d. Hubert Delany discussed his proposed Parade and Ceremony invitation letter to CT Government Officials which was approved with minor edits.
 - i. **ACTION from last meeting:** Hubert Delany to include “no campaigning” policy in invitations to Government Officials
 1. **COMPLETE.**
 - ii. **ACTION:** Hubert Delany incorporate agreed changes and send out letter to PSEC members for review before next meeting.
- e. Hubert Delany presented a draft request for 102nd unit flyover support and additional ground unit participation which was approved with minor edits.

- i. **ACTION:** Hubert Delaney incorporate agreed changes and submit cover letter and request for 102nd flyover and ground unit support.
 - f. Veterans Day Master of Ceremonies selection.
 - i. **APPROVED:** Hubert Delaney reconfirmed his offer to preside as Master of Ceremonies. His offer was approved unanimously.
- 7) Park Setup for Ceremony
- i. Xavier Shellman pointed out that the open sided tents that were set up for the September 4th Gold Star Family Monument Ceremony & Unveiling at Stamford Veterans Memorial Park provided good protection from the intense sunlight and heat, particularly for elderly participants and audience. Pat Parry stated she had coordinated the tents through Police Officer Nicholas Kuhn. All agreed tents should be considered for next Memorial Day if they can be oriented so as not to block the monuments.
 - 1. **ACTION:** Dave Kaplan add tent consideration to the park setup section of the SOP.
 - ii. Xavier Shellman and Dave Kaplan discussed the fact that a new high quality PA system was used at the Gold Star Family Monument Ceremony & Unveiling that provided exceptional intelligibility. A similar capability is needed for the announcer at the Showmobile.
 - 1. **ACTION:** Dave Kaplan coordinate with Parks and Recreation for availability of an additional PA system for use at the Showmobile like the new set used at the Gold Star Family Monument Ceremony & Unveiling Ceremony.
 - 2. **ACTION:** Xavier Shellman to investigate option to rent a high-quality PA set if not available through Parks and Recreation.
- 8) The meeting was adjourned at 3:02 PM.
- 9) Upcoming meeting
- a. Next meeting, September 21st, via Zoom, at 2:00 PM.

Submitted by:
 David M. Kaplan
 Patriotic and Special Events Commission