

CLAREMONT AMTRAK COMMITTEE

MINUTES OF OCT 6, 2015 MEETING

NOTE: this should serve as a template/action steps needed for Friday's Oct 9 Ribbon Cutting Ceremony & Saturday's Oct 10 Claremont Tire Tracks Event.

1. Meeting called to order by chair 6:02 PM
2. No minutes to review
3. RIBBON CUTTING:
 - a. Review Certificate of Appreciation – edits to be added
 - b. Committee will consider, at a later date, a plaque documenting the project at the Jct regarding the Waiting Pavilion and landscaping improvements.
4. Discussed a BACK UP PLAN – in case of bad weather on Friday
 - a. Move event to large tent that will be erected to the east of the Bike shop.
 - b. Set up on Saturday morning – chairs/podium etc...
5. PROGRAM – Committee approved draft outline
6. INVITEE UPDATE – project if weather holds to have about 50 people – consensus was that we should have something for lunch.
7. CHAIR UPDATE:
 - a. Received the 2 round trip tickets from Amtrak – a \$360 dollar value
 - b. Registrations coming in for all 3 routes – numbers are low
 - c. Following tasks need to occur
 - ✓ City to mow upper field for parking
 - ✓ CPD to provide parking signage
 - ✓ Music for Saturday will be provided by Cycle Depot sound system
 - ✓ Start time – 10:00 am
 - ✓ Vendors:
 - Java Cup
 - Joanne's Goodies
 - Jamaican Jerk Chicken
 - Amtrak Booth
 - Model Train Hobby group – (Gagnon needs to confirm)
 - Sweet Fire BQ
 - ✓ Chairs from Parks & Reg
 - d. Amtrak committee should be there at 8:30 on Saturday to set up
 - e. Key task is for committee to manage the registration table (Carolyn is POC re: Registration Table) – note: write checks to City of Claremont & make sure participants sign waivers.

f. ADDITIONAL TASKS (SATURDAY)

- i. Registrations (Assist Carolyn –
- ii. Sell Raffle Tickets – (standalone booth/table)
- iii. EMT
- iv. Command & Control duties – to be coordinated through Registration Booth,
- v. Assist with refreshments, etc...
- vi. Set up & Clean up

g. NEED TO HYPE THIS UP ON SOCIAL MEDIA –

- i. REACH OUT TO MIKE CHAREST & KIPP RYAN FOR ASSISTANCE – (Charlene to talk with Mike Charest)

MEETING ADJOURNED AT 7:30 PM

ACTION STEPS.

OVERSIGHT & DIRECTION – Charlene

CONTACT MIKE CHAREST RE: SOCIAL MEDIA BLAST – CHARLENE

CONFIRM VENDORS – Charlene

POC FOR ALL QUERIES FROM VENDORS, PARTICIPANTS ETC. – Charlene

Confirm community participant names with John L – Ray

Go to Doolittle's & have certificates printed – Ray

Doolittle's re: printing programs – Ray

CONFIRM DELIVERY OF PARKS & REC CHAIRS & PODIUM ON FRIDAY – Ray

Review Program & MC duties with Steve Smith at WCNL – Ray

Set up site for Friday's Ribbon Cutting – Ray

Confirm Railroad Hobby group's participation – Ray

Contact & confirm details with SHS Band Director – Carolyn

Set up & manage Registration booth operations – Carolyn

General Set up – Saturday – All on Committee

General Clean up – Saturday – All

Add & share with committee if I've missed anything.

Scribed by,
Ray Gagnon

