

1814 Board - Hybrid Meeting  
ZOOM & In-Person

in the Second Floor Auditorium, Plattsburgh Public Library (PPL)  
19 Oak Street, Plattsburgh, NY 12901

Wednesday, December 20, 2023  
5:38pm – 7:10 pm

**Board Members Present:**

Tom Donahue	in person
Mark Dubrey	in person
Russell Feher	in person
Wendy Gilchrist	in person
Vicki Giroux	zoom
Tim Horn	zoom
Diane Kwarta	in person
Judy Lefebvre	in person
Nicole Martino	zoom
Chris Ransom	in person
Mary Simmers	zoom

**Board Members Not Present:**

Sharon Bell  
Forrest Edwards  
Jim Guinness

**Welcome**

President, Tom Donahue called the meeting of the Board of Directors of 1814 Inc. to order at 5:38pm and welcomed everyone. Tom said the purposes of this meeting are:

- elect the Officers of the new Board.
- discuss the 2024 Commemoration Weekend (Friday, September 13, 2024 – Sunday, September 15, 2024)
- get volunteers to take on responsibilities for planning the Commemoration Weekend

**1814 Board - November 2023-Oct 31, 2023**

The following were elected to the 1814 Board for November 2022-Oct 31, 2023:

1. Sharon Bell
2. Tom Donahue
3. Mark Dubrey
4. Forrest Edwards
5. Russell Feher
6. Wendy Gilchrist
7. Vicki Demarse Giroux

8. Jim Guinness
9. Tim Horn
10. Diane Kwarta
11. Judy Lefebvre
12. Nicole Martino
13. Chris Ransom
14. Mary Simmers

**Officers of the Board of 1814 Commemoration Inc.** for Nov 2023-Oct 31, 0224

President Tom Donahue asked for nominations for the following Officer position for 2023-Oct 31, 2024:

- President
- Co Vice President
- Co Vice President
- Treasurer
- Secretary

Quorum: We have 14 Board members, and 9 Board members are present at this meeting.

Tim Horn nominated **Tom Donahue** to be President.

Chris Ransom seconded.

Discussion: Tom Donahue said that he would accept the nomination as President but will resign if the situation remains unchanged especially regarding fundraising. He cannot take on the full responsibility for the Weekend.

Tom asked if there were further nominations. There were no further nominations.

All present voted to elect Tom Donahue as President.

Tom Donahue nominated **Tim Horn** to be a Co Vice President

Chris Ransom seconded.

No discussion. Tim agreed to accept the nomination.

Tom asked if there were further nominations. There were no further nominations.

All present voted to elect Tim Horn as a Co Vice President.

Chris Ransom nominated **Vicki Giroux** to be a Co Vice President.

Diane Kwarta seconded.

Discussion: Vicki accepted the nomination but stated that she works full time and sometimes cannot be as available for 1814 and Battle of Plattsburgh as she would like to be.

Tom asked if there were further nominations. There were no further nominations.

All present voted to elect Vick Giroux as a Co Vice President.

Tom Donahue nominated **Forrest Edwards** to be Treasurer.

Chris seconded.

No discussion

Tom asked if there were further nominations. There were no further nominations.

All present voted to elect Forrest Edwards as Treasurer.

Tom Donahue nominated **Chris Ransom** to be Secretary.

Diane Kwarta seconded.

No discussion.

Tom asked if there were further nominations. There were no further nominations.

All present voted to elect Chris Ransom as Secretary.

Tom Donahue called for a vote for the following officers:

- Tom Donahue, President
- Tim Horn, Co Vice President
- Vicki Demarse Giroux, Co Vice President
- Forrest Edwards, Treasurer
- Chris Ransom, Secretary

All present voted to elect the full slate of officers.

**Tom announced the Officers of the Board of 1814 Commemoration Inc. for Nov 2023-Oct 31, 2024:**

- Tom Donahue, President
- Tim Horn, Co Vice President
- Vicki Demarse Giroux, Co Vice President
- Forrest Edwards, Treasurer
- Chris Ransom, Secretary

At 5:53pm Tom called to order the new Board of 1814 Commemoration Inc.

All the Board Members had been provided copies of several documents that outlined the responsibilities of the Board, task involved in putting on the Commemoration weekend and highlighting areas that need people to take ownership of.

Responsibilities of Board Members

Tom highlighted some responsibilities of board members including attending all Board meetings or if unable to attend to notify the board secretary.

Things We Need People to Take On

Tom summarized some of the tasks that we need people to take on.

Fund Raising is one of the most crucial areas.

Toilets, Tents, & Washing Stations

Diane Kwarta volunteered to take on toilets, tents, & washing stations.

Companies:

- Morrisonville Septic
- O'Leary
- Fosters (has refused to do in kind for us)
- Taylor (used for last 3 years)
- Tents of Champlain (do not have enough tents for our event)

- Vermont Tents (were not willing to come for our event)

Tom said we should send out an RFP to compare prices.

### Volunteering

Vicki mentioned that we should define the weekend volunteers versus Event Planning Volunteers who volunteer throughout the year to plan the event.

- **Event Planning Volunteer**
- **Weekend Volunteer**

### Social Media

Nicole Martino volunteered to work on Social Media (Facebook, Instagram, Tik Tok). Tom recommended that something be posted every day. QR code should always be posted with the opportunity to donate.

### Fund Raising

Nicole Martino will meet with Mark Dubrey & Tom Donahue to discuss how we might handle fundraising.

### Golf Fund Raiser

Forrest Edwards has agreed to put together a golf fundraiser. Tom thinks Forrest has chosen Adirondack as the golf course.

### Graphic Design

Nicole Martino will discuss with her husband, Mark Newell, graphic design for 1814 Commemoration Inc. Nicole also volunteered to do some research on sources for banners. Tom mentioned that we have been paying Jodi Brunner for graphic design. She may charge \$45. per hour. We need a basic logo that will be recognized as representing 1814 Commemoration Inc. Battle of Plattsburgh.

Graphic design is needed for:

- Posters
- Banners
- Flyers, letters,

Nicole will submit some samples of her husband's graphic designs.

Tom has done our posters for several years.

Leave off dates whenever feasible.

### Hospitality

Nicole Martino is willing to work on hospitality and scheduling.

### Sound, Entertainment & The Strand

Russell Feher will continue to work on sound for us. He also volunteered to Chair the Entertainment Committee. He will meet with Jerrod, the Director of The Strand, to discuss our collaboration. Jerrod expressed interest in helping us with a fundraising event. Tom will send Jerrod an email to say that Russell will be working with him and that we are interested in working together on a fundraising event for 1814 BOP.

Grant Writing

Wendy Gilchrist is interested in learning to write grants. Tom will email all the Board information on free grant “training.”

Mailing Database

Judy Lefebvre will create a mailing list of donors who gave in the past. In other words, separate out those who never gave. Judy suggested that we consider what composing the mailing. In 2023 there were a number of full color enclosures. We might consider an email to those who never donated. Pennysaver gave us a great price for mailings in 2023.

Magazine

There was discussion on the magazine with lots of ideas put on the table. Currently the magazine is about 70 pages and costs about \$6,000. Without ads, the number of pages might be 40.

Possible printers include:

- Studley
- Northeast Printing
- Border Press

Turnaround to print the magazine is about 2 weeks.

If we want to have the magazine ready to “sell” with the buttons (May 15) we would need everything completed by May 1 at the latest.

Alternative ideas:

Smaller magazine with some of the features we like, for instance articles that can be put together now. A “generic” schedule could be included. Closer to the event, the “final” schedule can be printed and made available at the Information Booth.

Buttons

We began selling buttons in May in 2023.

Recognition of Donors, Sponsors, Advertisers, Grantors

Printed ads

Ads, banners, etc.in Social Media, Web page

Physical banners, signs

Something like the Chamber’s Daily Dose. Might include sponsors, donors at the bottom? Might have interesting quick facts...might do monthly. Higher donations and sponsorship would be “mentioned” more often. Vicki is willing to work with Nicole to write content. Could do ahead of time. Vicki said the Chamber might help.

Sponsor of the week on Facebook or?

Lake Champlain Maritime Museum& Ethan Allen Homestead

Tom contacted the Lake Champlain Maritime Museum to try to engage them in the Battle of Plattsburgh Commemoration. He asked if they might like to participate in the weekend, perhaps provide a boat? He mentioned that we might want to use as a theme for the 2024

Commemoration – Boats on Lake Champlain? Tom mentioned that he will contact Ethan Allen Homestead to encourage their participation. How about 1814 Homestead?

### Contacts in England

The Carters, Mark Marlburg, and Doug Laird may be able to provide us with ways to contact others who might be interested in the Battle of Plattsburgh Commemoration. Gary VanCour, Tim Horn, or Vicki may have contact information.

### Billy Jones

Tom is following up on money Billy Jones said we should have received (\$25,000).

### Meetings

Tom suggested that the Board meet separately before the Committee meetings, maybe an hour before. He said that according to our bylaws, the Board only needs to meet 4 times per year but for now we should schedule monthly meetings. They can be canceled if they are not needed. Chris said that right now it appears that Tuesdays around 5:30pm seem reasonable for our current board members. Exception: Russell cannot meet on Tuesdays from July through August. 3<sup>rd</sup> Thursdays are not good for Russell.

Possible Meeting Rooms/Locations:

- Plattsburgh Town Hall-Michael Cashman has offered a conference meeting room in the Plattsburgh Town Hall on Banker Road.
- Government Center 1<sup>st</sup> floor room
- Plattsburgh Public Library – 2<sup>nd</sup> floor auditorium & Smart Room
- City Hall
- MAHAB – Chris mentioned that it is expensive.
- Marie Currier Building on Tom Miller Road

### Additional Ideas:

Contests for costumes, parade entries/floats, photos

Costumes of authentic costumes on web page

Authentic food

Picture a day in Social Media and/or web page

Period transportation

### **Adjournment:**

Russell Feher moved to adjourn the meeting at 7:10pm

Wendy Gilchrist seconded the motion.

President adjourned the meeting at 7:10pm

Respectfully submitted:

Chris Ransom, Secretary, 1814 Commemoration Inc.

*Revised December 30, 2023 5:42am*

*Revised December 20 1:36pm*

*Entered in Board minutes of Jan 23, 2024 as APPROVED.*

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