

1814 Commemoration Inc.
Battle of Plattsburgh (BOP) Board - Committee

Hybrid Meeting

Held in the first floor Smart Room of the Plattsburgh Public Library (PPL), Oak Street,
Plattsburgh, NY
and
Via ZOOM

Thursday,
October 26, 2023
4:00 pm – 6:00pm

Minutes

Board Members Present:

Tom Donahue	in person
Forrest Edwards	in person
Vicki Giroux	in person
Jim Guinness	in person
Judy Lefebvre	in person
Chris Ransom	in person
Mary Simmers	in person

Board Members Not Present:

Sharon Bell
Richard Frost
Wendy Gilchrist
Tim Horn

Committee Members, Volunteers, etc. Present:

Sharon Bandhold	zoom
Russell Fehr	zoom
Diane Kwarta	zoom
Tom Metz	zoom
Stan Ransom	in person
Linda Ward	in person

Welcome

President, Tom Donahue called the meeting of the 1814 Battle of Plattsburgh Commemoration to order at 4:00pm. Tom welcomed everyone.

Purpose of the Meeting

Tom Donahue reported that the purpose of this meeting is to receive nominations for the Board for the term November 1, 2023 – October 31, 2024, and review ideas about a 2024 Commemoration.

Nominations:

Chris Ransom reported that she had received the following nominations to the Board:

Current Board Members:

Tom Donahue	President
Vicki Demarse Giroux	Co Vice President
Tim Horn	Co Vice President
Forrest Edwards	Treasurer
Chris Ransom	Secretary
Sharon Bell	
Rich Frost	
Wendy Gilchrist	
Jim Guinness	
Judy Lefebvre	
Mary Simmers	

Not Currently on Board:

Nicole Martino
 Mark Dubrey
 Tom Metz
 Diane Kwarta
 Bud Smith

Judy Lefebvre moved to close nominations.

Chris Ransom seconded.

There was no further discussion.

Nominations were closed.

Chris Ransom will contact all nominees to find out if they are willing to serve on the 1814 Commemoration Inc. Board from November 2023 through October 31, 2024.

Tom Metz suggested that we consider setting up a Nominations Committee. Their purpose would be to look for potential Board Members throughout the year.

Tom Donahue said that the Board would vote on the nominations for the Board. We would use an email vote. Once the new Board is elected, the Board will elect the Officers.

Treasurer's Report:

Forrest gave a brief Treasurer's Report. He said that we have approximately \$32,000. in our bank account. He said that all the bills have been paid.

The Strand

Tom Donahue reported on the meeting on October 23, 2023, with Jerrod from The Strand. Vicki, Tom, Forrest, and Chris met with Jerrod. Jerrod is very willing to work with us on entertainment for the Commemoration and hopefully some fund-raising events. Jerrod shared lots of ideas. One is a variety type show. Might include several local bands or acts.

The Chamber

Tom Donahue reported on the meeting with Kristy Kennedy (Vice President of Marketing and Business Development) and Alyssa Senecal (Assistant Director of Tourism and Marketing) from The Chamber. Vicki, Tom, Forrest, and Chris met with Kristy and Alyssa on October 25, 2023. Various marketing, fundraising, grant writing, promotion ideas were discussed. There is a possibility of a Visitors Bureau gift of \$1,000. They recommended to always include a DONATE "button" and VOLUNTEER interest "button" on all materials.

Event to Promote the Commemoration and Recruit Volunteers

Linda Masterson Ward reported on her work on a possible event to promote the Commemoration and recruit volunteers. Days Inn has 2 large rooms. Each can be rented for a full day @\$150. They do not cater for these rooms, but we could bring in food or have our event catered. 1814 BOP members would bring in baked goods and snacks for an informal gathering. They have a projector and screen. They are available Nov 19 and Nov 26. In contrast Valcour costs an up-front fee of \$350. November 18 and 19 is the SUNY Craft Fair which is a conflict and Stan and Chris will be at the Fair. Consider the evening to catch people who are working.

Fundraising

Tom Donahue feels that we need to hire someone to do our fundraising. The fundraiser would receive a % of what he or she raises.

Holiday Cards

Linda Masterson Ward mentioned that we have sent holiday cards in the past to our supporters.

Wreathes Across America

Wreathes Across American will be celebrated on Dec 16.

Planning Meeting (What Will the 2024 Commemoration Look Like?)

Vicki will email us a Doodle to pick a date that works. We need to meet to decide on our plans for the 2024 Commemoration.

Vicki outlined what areas of the Commemoration are NOT a concern:

Parade

Childrens' Old Time Village (Leni, Ellen & Michelle)

Kids Games (Chris and Stan Ransom with plans to transfer to NAMI and Kiwanis)

Kent Delord (Sharon Bell, Samantha Williams, and PJ)

History Talks (Rich Frost)
 Military (Tim Horn)
 Entertainment (The Strand)
 Buttons (Forrest Edwards)
 Golf Tournament (Forrest Edwards)

Areas needing more consideration and attention:

Schedule Keeper
 Fundraising
 Grants
 Volunteer Coordinator – needed.
 Promotion Coordinator (posters, Farmers Market, T-Shirts, etc.) – ask SUNY, CVTEC, CCC, interns??
 Reenactors
 Hospitality—Linda Ward mentioned that she was not doing.
 Race – ask Steve Peters?
 Social Media
 PR
 Tents, port a potty, washing stations.
 Playlists
 Magazine
 T shirts
 Vicki will write up this info.

Linda Masterson Ward also has a list of areas that need to be covered which she will share.

Golf Fundraiser

Forrest reported that he has a friend enthusiastic to help with a golf tournament. He thinks he can raise \$5,000. profit for 1814 Com. Inc. He is looking at Bluff Point or Adirondack in Peru.

Organizational Structure

Linda Masterson Ward gave suggestions on possible organizational restructuring including.
 Changing the President of 1814 to Chair and have 2 Chairs fill that role.
 Have Board meeting immediately before the main Committee meeting.
 Term limits for Board members
 Mentors for new members of 1814 BOP.
 A check signer for when Forrest is not available.

Pomeroy

Linda Masterson Ward is working on a package and report to go to Bill Pomeroy and his daughter, Deryn.

Suggestions for 2024:

Tom Metz suggested:

- contacting the Cobourg Band and ask them what we can do to help them perform for us in 2024.

- work on getting reenactors committed to be part of our Commemoration as soon as possible.
- For a fundraiser check the history of the year 1814 and use as a hook for audience-something like: the British raided/attacked _____ on ____ in 1814, can you help us

Mary Simmers suggested:

- Coordinating with other projects such as the Gateway project and historic events such as Valcour

Vicki Giroux

- Consider doing more RFPs.

Linda Masterson Ward suggested:

- Linda mentioned that Jodi Brunner suggested that we establish a brand that we would use every year.

Members

Mary Simmer goes to Maryland Nov 5

Stan and Chris Ransom are away Nov 1-Nov 14.

The next meeting(s):

The next meeting is scheduled for November 16, 2023, at 4pm.

Adjournment

Russell Fehr moved to adjourn the meeting.

Chris Ransom seconded.

No discussion.

All present agreed to adjourn.

Tom Donahue adjourned the meeting at **6:00pm**

Respectfully submitted:

Chris Ransom, 1814 Board Secretary

Entered in Board Minutes of January 23, 2024 as APPROVED.