



## New Years Auburn Checklist **BOLD = NEED TO DO ASAP**

MC - Stan Bennett at the Wolf cell is: 344-8007 and his email is: [sbennett@binradio.com](mailto:sbennett@binradio.com)

- Script for MC

Stage/Lighting/Sound – HPA Productions George Keneborus (\$6,065)

FB Event

- 9am Logistics Meeting Nov 27<sup>th</sup> at Festival Plaza
- Clock on stage for countdown
- 

Budget – Looking at spending \$26,644

Decorations – Purchased and put up in FP in time for Holiday Parade (\$4,179)

Heating Units & Propane – Stand up Patio units

- Scott Holland is working on Lowes/Home Depot for the Units and then Maine Oxy for Propane (possible in kind or donation?)

Fireworks – Central Maine Pyrotechnicians Steve Marson 623-9285 [stevemarson@cmpyro.com](mailto:stevemarson@cmpyro.com)

- **State Permit and Lewiston Permit**
- \$5,000 show

Bands

- Hello Newman \$2,000 9pm-12am Jim [hellonewmanband@gmail.com](mailto:hellonewmanband@gmail.com)
- LA Harley Band \$1,500 7-9pm [basselin@l-aharley.com](mailto:basselin@l-aharley.com)
- Justin and Shelley Carver \$200 6-7pm [justindcarver@gmail.com](mailto:justindcarver@gmail.com)
- Band area/green room
- Temperature of the equipment

Volunteers – Online Submission

- Will need to do ASKS throughout December for DAY OF
- **Need a breakdown of How Many, Stations, Hours etc.**

Security – Police OT scheduled (\$2,400) and Cadets

- Command Post – Will be parked in area
- **Bracelets 21+ Need Workers? Separate check station in VIP, Different colors (VIP, 21+, Under 21)**
- PW OT (\$1,000)

Check Points

- Map will identify entry points to the event
- No Bags allowed

Map - Rosemary has Final Map

- Fireworks viewing areas Chem Free

**Snow Plan – Need to create**

- **Use Hilton, Gritty's, Underground for back up locations of bands**
- **Fireworks rescheduled for Birthday Party?**

#### **Bars and Permits – Grittys, Side by Each, HOB, Craft, Baxter**

- Mayor was working with these groups?
- Gritty's will have 2 portable bars set up
- Side by Each is VIP
- HOB champagne Bar
- As manufacturers, Gritty's and Side by Each would need to obtain separate taste testing permits and would have service to the entire area (except the designated areas for HOB and CUB).
- HOB and CUB would need to obtain extensions on their licenses and we would need to set them up in designated areas. None of their products can leave the designated areas and none of HOB & CUB can go in.

Photo Booth – VIP Area Ginger Snaps Kate Gallagher \$200/hr

#### **Porta Potties – Quotes**

- Blow Brothers (REC)
- GA Downing - [gad2@hughes.net](mailto:gad2@hughes.net) : VIP area 2-3 standard and 1 wheel chair accessible. Along the parking garage for General Admission 12 -14 standard and 2 wheel chair accessible (we would make a group of 6-7 and 1 and then a space and then the other 6-7 and 1) this makes for better utilization of the units. The cost would be \$70.00 each for the standard and \$120.00 each for the wheel chair.
- Hand Washing Stations

#### **Food Trucks - Emailed registered Auburn trucks and invited**

- Pinky D's Confirmed
- Not many Food Trucks operate during Winter Months
- Looking to get 3-4

#### **VIP Area – Festival Plaza 300 max?**

- Tickets are \$20 each, 50 for sponsor, 250 for Public – SOLD
- Food – Mayor was looking into Mac Grill?
- Bar – Side by Each (need a permit)
- Tents – YMCA donated 3 (one for bar area, 2 for VIP) SETUP STAFF?
- Some Tables and Charis?
- Special Bracelet? Need to show Ticket, Roster Needed
- Set up roped off area
- Photo Booth set up

#### **Signage**

- MDOT on 95
- Traffic Signs off the Exit to direct into Downtown Auburn
- Parking Signage for Great Falls area
- Pedestrian Signage
- Entry and Exit signage within event space
- Sponsorships signage on stage

#### **First Aid Tent**

- EMS

- Set up in Skeleton, Abbot parking lot near Porta Potties and easy access to EMS parked in alley way

#### Water/Snacks

- Poland Spring for VIP area
- Band Green Room

#### Marketing

- Mayor and Marc

#### Script

- DJ
- Mayor
- Timeline/ Event Schedule

#### Hotels

- Special Packages
- Snow Back up location?

#### Transportation

- Cab's
- Uber's
- Offer a discount?

#### Parking

- Parking Garage
- Great Falls Plaza
- Overflow area?

#### Overflow Plan

- **What do we do when more than 3,000 people show up???**
- **Emergency Evac Plan**

#### Smoking Area

- Do we want to do this?

#### Ball Dropping – LIZ for the Surprise

#### Other

- Live Stream on FB
- Warming Areas
- Auburn Ale
- 

#### Items to bring/prep

- Walkie Talkies
- Trash Cans
- Extension Cords
- Alley Way Light up
- Riverwalk plowed
-

Items Completed:

Logo – Done (Thanks Liz)

Date, Time, Location – Mon Dec 31, 2018 6pm-1am Main Street/Festival Plaza

Mass Gathering Permit – DONE





## BIRTHDAY PARTY COMMITTEE MEETING NOTES –

Wednesday October 24, 2018 AUBURN PUBLIC LIBRARY 4:30- 6:00 PM

**Introductions:** Members present- Carol Mashaw, Mamie Ney, and Tizz Crowley. Guest present-Steve Martelli.

Lyndsey Jones does not want to be a member of our committee but wants to be on the committee distribution list. She is a cake site coordinator at Connect Church on Turner Street.

### Activity since last meeting of September 19, 2018:

Approved meeting notes for the September 19, 2018 meeting.

Sabrina had offered administrative assistance. She also agreed to find out about promotion guidelines and schedule for our event. Sabrina came to the originally planned meeting last week, but only Tizz was present. The agenda was set aside. We discussed Committee's need for timely information. Also asked for a **recording device** (audio only is okay) for meeting. Sabrina agreed to get us the device. She would also schedule a room for our Monday night meetings when held.

Tizz reported Jody Durisko reserved the bump-out room for the 3<sup>rd</sup> Wednesday of the month meeting. We have the room from 12:15pm to 1:30pm.

**Staff support:** We need promotion and administrative support. We need to know what type of support will be available to our committee. We need to know the schedule we can count on for City support. Our committee does not receive regular updates. We are not notified when expected deadlines are going to be missed. The first example was a Birthday celebration specific press release and request for volunteers that was scheduled for August 22, 2018. The request for such support was submitted 30+ days before due date.

Expected a monthly community update on the 22<sup>nd</sup> of each month until December 22<sup>nd</sup> when the schedule would go every two weeks, then weekly the last 30 days. Each 22<sup>nd</sup> of the month press release would focus on a different element of the birthday celebration. Cake site solicitation, Cake contest, Birthday singers, and Scavenger Hunt were topics for these updates.

The general 150<sup>th</sup> promotions has not yield new members for our committee or more cake sites and volunteers. No one has reported that this general promotion has generated volunteers for other committees. **We recommend promotion and recruitment be event specific. It should include details about what is expected from volunteers.**

### Event elements: Need a champion for each element

Committee members selected the following elements to champion:

**Mamie** will champion the Story Hour activity at the library. It will also be a cake site for the time of the story hour.

**Tizz** will champion the card making event to be held at the Woman's Literary Union. All information has been confirmed. The Committee is waiting for a photo and a 4 line narrative from the

presenter Corinne Saindon. This information has been delayed as Mrs. Saindon's husband died last week.

**Birthday singing-** The Birthday Celebration event is in less than 120 days. We have no volunteer to lead this element. We have no information from the City on plans to record multiple singers prior to the day. We do not have sufficient volunteers to recruit singers and schedule recording.

The City has not informed the Birthday Party Committee on the City plans for recordings, how these recording affect the budget- is the cost from the Birthday Party Committee or the 150<sup>th</sup> Celebration general budget.

The Committee unanimously agreed to eliminate all but one group for happy birthday singing prior to the event. We will not solicit in person singers for each location since we cannot even confirm a site host or the needed number of sites. **Mamie will reach out to the Edward Little High School Chorus** to see if they would be our featured singing group. Staff needs to inform the Birthday party committee on how to get the recording completed. Staff will also need to confirm how such a recording will be used prior to the event. Originally, the Committee plans included multiple local singers, with a pre-record "happy birthday". The recording would be featured regularly on GFTV, Facebook, the City website and our media partners' venues. As an example, we'd see Mitch Thomas sing Happy Birthday and end with "Happy Birthday Auburn from the Gendron- Franco Center.

**Birthday babies-** The City has not provided any documentation on the gift to the birthday babies. It has been verbally reported each baby with an Auburn home address born on February 22, 2019 will get a bag of gifts including a special 150<sup>th</sup> anniversary onesies, and a life time free pass for the City of Auburn's summer recreation program. We need to verify what will be given. We need to be told of any City recommendations for reporting the new baby information. Will it be an on-line registration form?

Once we have the prize information, the Committee will need to create a notice and a list of local hospitals and physicians to notify of the Birthday Baby search. The first notices should go out around November 22<sup>nd</sup>, which is 90 days out. This will give physicians time to inform prospective parents.

**Scavenger hunt-** There will be no scavenger hunt unless the Uplift LA group will champion. We need staff to reach out and do the "ask". A request from the Mayor would also work.

**Story Hour-** Mamie Ney will champion this activity. An APL staff member will actually present the program. The library will also be a cake site during the story hour program in the morning. The story hour theme will be birthday related or City of Auburn history related.

Mamie will prepare a narrative about the Birthday Party Story hour. We need the basics of a promotion piece. A picture would be welcome. There will be no cost to the guests for this program



**Movie-** We do not have sufficient number of members on the Birthday celebration committee to follow up on this activity. The library cannot be a site for this activity because February 22<sup>nd</sup> is also the Annual Indoor Farmers' Market at the library. There will significant parking issues for patrons of the library on this day as the Troy Street Parking lot will have been eliminated.

**Card Making-** Date: Friday, February 22, 2019, with a snow date of Saturday, February 23<sup>rd</sup>.  
Time: There will be two sessions for birthday card making. Each participant will take away two completed cards. Once both classes are filled, we will open the 3<sup>rd</sup> session.

Class times will be Class #1 11 am to 12:30 pm; Class #2 1 pm to 2:30 pm ; and Class #3 3 pm to 4:30 pm. This session will only be opened with other classes are full.

Class size: Currently each session will be limited to 12 participants. If Corinne is able to find an assistant, the class size will expand to 20 participants.

Well behaved children age 10 and older are welcome but must be accompanied by an adult. Each child will need an adult with them. Priority will be given to Auburn residents.

Location: The Woman's Literary Union (WLU) has graciously agreed to host this activity at the lovely Foss Mansion, 19 Elm Street, Auburn.

Registration: Everyone who participates must pre-register for the class. The participants will register with the Auburn Recreation Department by phone or email.

Costs: No cost for Auburn residents. Non-Auburn residents' fee will be \$2.75 to cover the cost of materials. Corinne waived her demonstration fee.

**Tasks to complete:**

We need to confirm Recreation will do registration- by phone and my email. Hopefully, staff will respond in writing in the next month.

We get promotion information from Corinne start prompting. There will likely be the continuing challenge that the City will not be promoting individual events.

Will open registration on January 22<sup>nd</sup> for Auburn residents only and on February 7<sup>th</sup> for anyone interested. Due to the small class size, we want to be sure Auburn residents get first option.

Recreation should maintain a wait list and should confirm attendance 2 days before if the classes are full and have a waiting list.

**Birthday Float-** Our Committee needs written confirmation that those residents who share the Birthday with the City of Auburn, February 22<sup>nd</sup>, will be invited to ride in the Memorial Day Parade. We need a narrative from the Parade Committee with specifics including the wording for the invitation. The Birthday Committee is not responsible for a float or transportation in the parade for the Birthday celebrants. We just need to provide a list of names and contact for these individuals. How does the City want to capture the needed information- an on-line registration form?

**Birthday Cakes-** We are not getting the responses for cake sites expected, but there has been little promotion and fewer specifics. The Birthday Committee does not know if Auburn businesses have been asked to be a cake site. Tizz was told every Auburn business has gotten two letters regarding the 150<sup>th</sup> anniversary year and the opportunities to participate.

The Birthday Committee does not know if the City support handling the Restaurant event(s) has asked businesses to serve birthday cake on February 22, 2019. We would have to promote any business that says "yes" to cakes.

**Cake donations-** The Birthday Committee needs written confirmation from City about sheet cake donations and planned purchases. Exactly how many cakes will be donated, how many will be purchased. Will all cakes be purchased from the same vendor? Has the City agreed to purchase x number of cakes from the vendor(s) who donate cake. Are donated cakes going to be delivered or will the cakes need to be picked up. Pick up schedule? How did the City plan to handle this question?

How much of the Birthday Party event budget is budgeted for cake purchases? How many will this serve. Our Committee was told the City planned to serve 1500 pieces of cake. Originally, the Birthday Committee planned to win a Guinness Book of Records for the highest number of pieces of cake served for a single birthday in a single day, but this goal is not achievable. The Committee reduced the goal to 6000 pieces of cake served, then reduced to 3000 pieces of cake served. If the City still expects 1500 pieces of cake as the goal, this needs written confirmation to the Birthday Committee.

**Cake sites-** We're not getting a lot of responses, so next step email or call to those who got letters. Tizz will clean up list of potential cake sites that got letters and will try to find an email contact. Carol will take the updated list, find phone numbers and make personal calls. We need agreement from the City that any cake site location will be promoted as soon as the site agrees to host a cake site. This can be on the Birthday Celebration Page on the website. Promoting those who have committed will encourage others to sign up. Should the Committee correct the cake site request letter and send to all banks and credit unions who have not committed to any other 150<sup>th</sup> anniversary event? The application form MUST be edited to encourage sites to make their own cakes.

The library cannot be a cake site for the full day because of the parking limitations and the planned Indoor Farmers' Market. There will likely be a parking problem in that area of the City as Court Street Baptist Church has confirmed to be a cake site. They will also be offering tours of this lovely, historic church during the cake serving hours.

Tizz needs to update a cake site listing indicating hours. We want to be sure we have several sites for the prime hours of the day.

The following locations have committed to serve cake:

- Auburn Church, ??, Auburn, Maine
- Connect Church 263 Turner Street, Auburn, Maine
- New Life Church-??, Auburn, Maine
- Odd Fellows HCC- ??, Auburn, Maine



The original cake application did not ask for an address. We need to get an email contact for each location.

Note none of the City of Auburn locations have replied to the request to be a cake site: NSBA (Lions Tourney happening), Ingersoll Turf Facility, Auburn Senior Community Center, and Auburn Recreation at Hasty Memorial.

In an email notified Internal staff committee changed plans and wanted only 7 sites: (1) the library- we can't do the full day because of parking issues, (2) Woman's Literary Union- has agreed, (3) New Auburn Fire Station- was not on the list generated by Amanda for "non-profits", (4) Lost Valley- the City was to have reached out, no response as of this meeting, (5) Danville Grange- no response, (6) Maine Family Credit Union in a historic school house- Liz reached out, no response, and (7) Norway Savings Bank Arena- no response. Amanda and Committee agreed we need to follow the Birthday Celebration Committee plans of many, more locations.

**Cake contest-** We need a narrative for the contest. Include description, contest categories personal cook, professional baker, rules and prizes. Be clear will need photo as part of entry. Again, will the City handle registration on line?

We should try to get commitment early, so maybe a monthly drawing for a small prize for all who have committed a cake.

Can we give a cash prize or do we need to find a sponsor?

How many cakes do we really need?

#### **Other Business:**

**Budget-** the Committee has not received a budget update since the initial document was distributed. We need an update, although do not believe we have spent or encumbered any money yet.

**Theme- "Remember when" theme-** The Committee ran out of time and so no discussion on this topic.

**City website-** the Birthday celebration page is empty. States details coming soon. Our committee has submitted meeting date information, a request for volunteers and cake sites. None of this information is posted. Can City staff please tell us how to get the page current?

**Promotion and Publicity-** Our Committee needs an update from staff on what has already been done to specifically promote the Birthday party? Members have not seen any. The Committee originally outlined a promotion schedule, but it has not be followed. Our committee asks for a schedule on when the City needs more information from our group.

Winter Fest is scheduled before our event. We want to promote the B-Day party? How do we incorporate the Winter Fest theme into our promotion of the Birthday event? No one has contacted our committee about Winter Fest.

Should we solicit Birthday celebration activity photos for the City Website? Think "Share your photos and memories of Auburn".

**Updates from Staff Internal Planning Meeting(s)** - Our Committee has had no communication from the Internal Committee since Amanda left. We need updates timely and in writing. There have been too many conflicts in messages from various staff prior to Amanda's departure.

We encourage the Steering Committee to post the agenda at least 2 business days before the meeting. This is in compliance with Clerk's ABC guidelines. We suggest every committee send a written report in to be part of the agenda- is can be as short as one or two lines.

Our Committee would like to know the dates of other Committee meetings so that we can see how the Birthday celebration can be incorporated.

**New Year's Celebration-** Our committee has not discussed how we might participate. Not sure any of our members will be present. Tizz is out of state.

#### **Needs & Tasks assignments:**

#### **Next meetings:**

**Birthday Committee:** Monday October 29, 2018 6pm canceled.

Wednesday, November 21, 2018 12:15pm city hall day before Thanksgiving was canceled, most members away. We will complete work and share by email.

Monday, November 26<sup>th</sup> has been canceled, members not back from the holiday.

Wednesday December 19<sup>th</sup>, Auburn Hall 12:15pm in room 204.

**150<sup>th</sup> Celebration Steering Committee:** had been rescheduled to Thursday, October 26, 2018 at the Auburn Public Library starting 6pm. The Steering Committee meeting scheduled for November is the last Wednesday of the month, November 28<sup>th</sup> at 6pm at the Auburn Public Library.

**Additional Comments:** All members of the Birthday Celebration Committee were present at the Steering Committee on Thursday, October 26<sup>th</sup>. There was no agenda posted or distributed at the meeting. Sabrina reported Liz Allen and Mayor Levesque were the promotion/publicity/marketing committee. This committee would be handling all these activities for every signature event. There would be no promotion of individual signature events. There would be no recruiting of volunteers specific to individual events committee.

These decisions will significantly impact our small committee. Our event will be less than 90 days at the end of November. With such a small committee we will need to rethink our plans. Our committee has been waiting

for information and confirmations for a while. Other than our homework assignments, not sure what else we can do.

The Committee members are away for the Thanksgiving holiday, so no regular meetings in November, The next regularly scheduled meeting is Wednesday, December 19<sup>th</sup>. Tizz will be away until at least January 16<sup>th</sup>.



# 150<sup>th</sup> Celebration Committee Report

Date of Committee Meeting(s) Held: August 21, 2018,  
September 6, 2018, and October 25, 2018



**Committee Name:** Memorial Day Parade Committee

Report Submitted by: Jody Durisko

Please provide an update for the following areas and list any additional information needed to be reported below in the section labeled 'Other'.

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## **Accomplishments** (items that have been confirmed)

- Parade route and map complete
- Parade rules and registration packet complete
- Parade information form – includes; housekeeping reminders for day of, judging criteria, and prize information.
- Active military units confirmed: Marines and National Guard
- Fly-over: FAA flight plan for fly-over approved for F16's
- We received our first official registration form from the Lewiston Vet Center
- 1934 Ahrens-Fox Fire Engine (Engine 4) and Hand Tub from Auburn Fire confirmed participation
- A donation of up to 50 brightly colored Event Staff t-shirt was secured from Coastal T-Shirt

## **Work in Progress**

- Grand Marshall nomination form
- Preparing for the first mailing of registration forms
- Identify Parade Judges
- ATV's/Golf Carts

## **Promotion/Marketing Requests** \*All requests will be reviewed by the City Managers Office.

- None currently.

## **Questions** for City Staff, Other Committees, or the Steering Committee

- The Parade Committee wants to organize a meal of some type at the Hilton for all Active Military Units participating in the parade, does the Steering Committee want them to move forward with the planning of that? We budgeted \$5,000 for active duty military expenses but I am not sure if this would cover everything.

- Should the Event Staff t-shirts be ordered at one time, so they are consistent across all 150<sup>th</sup> events?
- Will the hot dog stand that is normally in the Great Falls Plaza area be allowed to do business during the parade?

### **Budgetary Needs/Impacts**

- Potentially additional funds to provide a gathering at the Hilton for Active Military Units

### **Other**

- Upcoming To-Do's – Special Event/Mass Gathering Application
- Concessions
- Cart Vendors
- Porta Potties
- Signage

Please submit the 150<sup>th</sup> Celebration Committee Report to Sabrina Best [sbest@auburnmaine.gov](mailto:sbest@auburnmaine.gov) by the last Monday of the month. All committee reports will be provided at the monthly Steering Committee reports and provided in the 150<sup>th</sup> City Council Update.

Disclaimer: Committee members shall not enter into contracts for goods or services on behalf of the City of Auburn. All promotional and marketing request and use of the City of Auburn and/or Auburn 150<sup>th</sup> Logo is subject to approval. All contracts, purchases, sponsor commitments, marketing and promotional request shall be submitted to Sabrina Best for formal approval.

## **"Alumni Weekend-Come Home Auburn"**

Celeste, Stephanie, Sabrina, Rita

Notes 11/26

"Our Future is Here"

Date will be dependent on MPA Game Schedule – tentatively Oct 25-27

### Friday "Current"

- In School Pep Rallies or Assemblys
- Alumni Social Event in Walton Gym Prior
- Old Uniforms on display
- History Timeline of Schools (move to Lost Valley for Sat and EL for Sunday's event)
- Live Stream Game in Walton Gym for those Alumni not able to sit/stand during game (Great Falls TV?)
- Tailgate with Food Trucks (would need to work with Grandstands to not step on toes)
- EL Alumni Tunnel
- Invite Special State Team or Alumni 50<sup>th</sup> Reunion on field at Half Time
- Rally Towels
- 150<sup>th</sup> Alumni Shirt Sale (pre sale)
- Parking and Porta Potties
- Battle of the Bridge Game in Auburn (Lewiston has agree)

### Saturday "Past"

- Alumni Games and Social
- Ask **Todd (maybe John White)** – Help set up Alumni Games: Current and former coaches to set up an alumni game for each sport
- Various Sports Alumni Games throughout the day
- Alumni Reunion at Lost Valley (need to ask) and get pictures of years, teams, drama club, marching band etc.
- Bon Fire Outside
- Lite food (can have kitchen open)
- Bar on Site
- Free ticketing system with Eventbrite

### Sunday "Future"

- One Last Tour of EL
- Allow for El Building Committee to do tours and talk about new facility
- School Fundraising Efforts
- Breakfast

Budget - \$15,000 allocated from the 150<sup>th</sup> Budget

Items we will need to account for:

- Hiring Custodians (Football game, Sunday Open House)
- Catering/Band/ Lost Valley Fee



- Portable Toilets
- Closing the Bridge Police OT
- Displays

#### Community Credit Union

- Looking to partner
- Supply Volunteers
- Possible \$2,500 donation?

#### **To Do:**

**-50<sup>th</sup> class reunion is next year. Discussed Honoring all the classes 50 and beyond**

**-We will reach out to the classes (Five year mark)**

-Create a Program of Activities to pass out and to advertise

#### Souvenirs:

- Hats- Baseball/ Beanies/Pom-pom hats, T-Shirts
- Rally Towels for the Football game!

#### Advertising: Social Media

#### Words describing the Event:

FUN

DOABLE

INLUSIVE

Next Meeting Monday Jan 28<sup>th</sup> 10am at Fairview Elementary

- Bring Community Credit Union
- Bring Todd EL AD
- Lost Valley?

**AUBURN 150<sup>TH</sup>**  
**HISTORICAL PLANNING COMMITTEE MINUTES –**  
**October 30, 2018**

Present: Sabrina Best (City of Auburn), Rick Whiting (Auburn Housing Authority), Karen Staples (Cong. Bruce Poliquin's Office/Auburn resident), Emma Sieh (Museum L-A), Donna Rousseau (LA Metro Magazine/Clover Healthcare), Rachel Desgrosseilliers (Museum L-A), Kate Webber (Museum L-A).

- I. Report on community story gathering events [see handout]
  - A. Rolly's Diner with the New Auburn Community Association
  - B. Barker Mill Arms

Successful events with specific audiences, you can tell the different ages between the two events. People were very eager to talk. These events allowed us to pull out meaningful people, places, and events.

[Sabrina] First Auburn senior groups meets at Hasty in the Senior Center. Usually 50-60 people. We can take over the social session before the regular meal and meeting.

- II. Review of existing plans
  - A. *Footwear from Function to Fashion* Museum L-A Shoe Exhibit
    - o Featuring Auburn shoe making and includes shoe industry timeline in Auburn

Early spring Museum L-A will host a full shoe exhibit with Auburn content, including programs and interesting ways to bring people in. Today's shoe shops are participating. The opening date has to be worked out but it's slotted for April/May to be ready for the summer.

- B. Auburn Student Project—Edward Little High School
    - o High school project on the local history of pop music
    - o Teacher: Alyssa McLean
    - o Venue TBD
  - C. Auburn Student Project –Fairview Elementary School
    - o “What makes Auburn special?” student art collage
    - o Administrator: Stephanie Marris, Assistant Principal
    - o Venue TBD
  - D. Auburn Student Project—Auburn Middle School
    - o Exhibit based on "Americans Who Tell the Truth" project with student art and poetry
    - o Teacher: Diana Carson
    - o “highlighting the voices of our Auburn teens and their view of the problems facing our next generation”

- Venue TBD

Conversation on venues for student events: the Auburn Mall is out. St. Louis Church is under the process of being reviewed for safety approval. If we can use it, it would be a good venue. Issues: safety code, insurance, heat, bathrooms, staffing.

#### E. Museum in the Streets

- 15 historic outdoor signs in Auburn
- Will be ready for installation Spring 2019

Public launch of this can fit in between other Auburn 150<sup>th</sup> projects. Sabrina recommended finding a time between Memorial Day and

### III. Proposed ideas from last meeting [see handout]

The group reviewed the 13 proposed program ideas from previous committee meetings.

Next Meeting - TBD

#### ACTION ITEMS:

- Kate—send Sabrina some quick summary info on Museum in the Streets
- Emma—send Sabrina quick blurb on Shoe Exhibit
- Sabrina—have the person at the Sun Journal doing the Auburn book get in touch with Rachel
- Someone—contact WLU to ask about fashion show
- Sabrina—send Rachel a list of the National Historic Register sites in Auburn.
- Rachel—putting out PR asking for people to help to do research on timeline, volunteer for other projects. Bring in other people who would be interested in helping.
- Sabrina—do a specific volunteer ask for the historical projects.
- Donna—get in touch with Sabrina for more info on the special event calendar.



November 8<sup>th</sup> meeting

2:00 p.m.

Hi everyone,

I may have forgotten to include some items but this is what I had in my notes and thought I'd send them along to everyone to help keep us all in tune. If there are any other items you would like included please send them along and I will adjust accordingly.

**Present: Sabrina Best - Bill Low - Jim Paraklas - Darby Ray - Tizz Crowley**

Agreed on during the meeting:

1. Auburn Artists get discount
2. 10 x 10 area for each vender
3. Security is whatever the arena provides. City does not extend security beyond that.
4. No need for artists to also have a vender display area to participate, but can choose to do so
5. Venders will be artists and artisans (no crafts)

**Needed as soon as possible:**

1. Floor plan
2. Display rack for juried paintings. (nice presentation area)

Discussed:

1. More information needed about supplying power
2. Local Hotel to host jury
3. Auburn Artists to have a discounted entry fee
4. Tentative name for the art show "1<sup>st</sup> Annual Great Falls Juried Art Show"

Agreed:

6. Auburn Artists get discount
7. 10 x 10 area for each vender
8. Security is whatever the arena provides. City does not extend security beyond that.
9. No need for artists to also have a vender display area to participate, but can choose to do so
10. Venders will be artists and artisans (no crafts)

Need to discuss further:

1. Will we offer the jury a stipend?
2. Is everyone on a volunteer basis?
3. What to charge venders?
4. What to charge artists from Auburn?

5. What to charge artists from outside of Auburn?
6. List of possible patrons for "Purchase Prizes"
7. List of who to contact for prizes for 1<sup>st</sup> Place, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place, Honorable Mention Awards.
8. Juried Specs
9. Vendor Specs
10. Invites to artists from Mayor Levesque

Before next meeting:

**Sabrina to get:**

1. Secure a date for the art show
2. Information on providing electricity
3. A display stand or board to hang the juried art
4. To speak with John Henderson about his art piece being used as the poster
5. To speak with John Henderson about prints of his art piece being used as the 1<sup>st</sup> Place Award?
6. To find out if we may have the Fri. before the next day's event for set up.
7. Anita's budget for the event
8. Floor plan
9. Display rack for juried paintings. (nice presentation area)

**Tizz to get:**

1. information of past art shows from other organizations

**Bill:**

1. To work on the local schools participating and the exhibit area of the event

**Jim:**

1. To see what L/A Arts will decide about what the group will do about the money allocated for the Art in the Park tentative event. Will they agree to join us with our event and pool their allocated funds with ours and volunteer their time.

**Darby:**

1. List of possible conflicting events (I know that you didn't volunteer to do this but since you seem to have a good handle on this during the meeting, I was hoping that you could possibly put a list together for all of us to have.)

Anita:

1. To continue to contact artist groups to build a state of Maine artist list for marketing the juried art show.
2. Work on getting jury
3. Work on getting purchase prize participants
4. Work on getting prizes to go with the award ribbons

Future Meeting Dates:

Nov. 29, 2 p.m.

Dec. 13 and Dec 27, 2 p.m.

Jan. 10 and Dec. 24, 2 p.m.

Submitted by: Anita F. Poulin 11-9-2019