

**City of College Park
Veterans Memorial Committee Meeting
May 4, 2021
Virtual Meeting
7:00 p.m.**

Final Minutes

Term Expiration	Members	Present	Absent
6/30/2021	Adrea Benedetti		X
Honorary Member	Deloris Cass		
6/30/2022	Mary Cook	X	
6/30/2022	Tom Davis		X
6/30/2023	Lisa Fischer	X <i>Arrived at 7:08 p.m.</i>	
6/30/2024	Samuel Gamble	X	
6/30/2024	Jakeya Johnson		X
6/30/2023	Joseph Ruth	X Via phone	

Also present: Yvette Allen, Assistant City Clerk; Joi Woods, Contract Secretary

- I. The meeting was called to order at 7:03 p.m. by Mary Cook.**
- II. New Member Welcome**
Samuel Gamble introduced himself to the committee
- III. Approval of May 4, 2020 Agenda**
- IV. Mary Cook made a motion to approve the agenda for May 4, 2020 as amended. All were in favor. None were opposed. The motion passed.**
- V. Approval of March 15, 2020 Minutes**
Mary Cook made a motion to approve the minutes from March 15, 2020 as amended. All were in favor. None were opposed. The motion passed.
- VI. Color Guard**
Tom Davis will secure the Color Guard and contact The American Legion Auxiliary to host the ceremony on Memorial Day at 11:00 a.m., including hosting the event inside the hall in the event of inclement weather.
Robert Marsili will inquire about city guidelines to host the event indoors amidst changing COVID-19 restrictions.
- VII. Wreaths**

The committee discussed the placement of 6 wreaths; individuals will be identified to place wreaths

VIII. Prayers

Ivy Christophers and Tom Davis will recite a non-denominational opening prayer and closing benediction. Mary Cook will contact Ivy Christophers.

IX. Music -Taps

Opera Singer, Mandy Brown will perform *Taps* live

X. Mayor's role

Mary Cook contacted the Mayor to extend an invitation to the Memorial Day Ceremony, a response is pending

XI. Signage

Lisa Fischer is partnering with the Communications Director to secure signage. Lisa Fischer provided the committee with an update of the signage costs for the Veteran's Day Ceremony.

The committee discussed:

- A quote has secured for (10) signs at \$290.00
- Verbiage "*Honoring our Vets*"
- Purchase Quantity
- Use and storage for future events

Joe Ruth made a motion to allocate up to \$500 for Memorial Day signage. Samuel Gamble seconded the motion. All were in favor. None were opposed. The motion passed.

Yvette Allen shared information about a printing vendor who previously worked with the city. Yvette Allen will secure a quote and share the information with the committee after receiving the artwork from Fischer.

A. Flags

The committee discussed the Boy Scouts' participation including planting flags around the Veteran's Memorial.

XII. Event Filming

The committee revisited recording the event using Smart Phones. Mary Cook will inquire with the Boy Scouts about recording the event.

XIII. Event Promotion – City and VMC members

The committee revisited promotion of the Veteran's Day event in the *Municipal Scene* and across social media.

XIV. Boy Scouts and the Girl Scouts

Participating in the ceremony. Boy Scouts are installing new plantings at the memorial.

XV. Other Discussion

A. Inclement Weather Signage

The committee discussed inclement weather signage. Pricing is approximately \$300.00. The committee discussed alternate options to create signage to redirect audience members to an alternate location in the event of inclement weather.

B. POW Flag placement

The committee discussed placing a POW flag at the memorial

C. Memorial Inspection

The committee discussed inspecting the condition of flags and the Veteran's Memorial. Samuel Gamble will contact Robert Marsili to coordinate an inspection.

XVI. Next meeting: Monday, September 20, 2021 7:00 p.m.

Yvette Allen suggested preliminary event planning for the Veteran's Day Ceremony to allow ample processing time to request road closures.

XVII. Adjournment

Mary Cook made a motion to adjourn the meeting. All were in favor. None were opposed. The motion passed.

The meeting was adjourned at 7:52 p.m.