

Metuchen Parade Commission

**Meeting Minutes**

February 24, 2020

7:30 – 9PM

Metuchen Borough Hall, Metuchen NJ

Attendees: Brendan Flynn, Ellen Regan, Lynn Mueller, Patricia Lucas-Schnarre, Stacey Derector

- Introductions of Metuchen Parade Commission members/terms agreed consistent with Ordinance 2019-17 of all present
  - Patricia Lucas-Schnarre (2020 Chairperson)/3 years
  - Lynne Mueller/ 3 years
  - Brendan Flynn/ 2 years
  - Ellen Reagan/ 2 years
  - Jamie Schleck (US Armed Forces representative)/ 1 year
  - Additional:
    - Stacey Derector – Special Advisor
    - Mayor Jonathan Busch – Borough Council Liaison
- Parade Commission Set Up
  - Bylaws
  - Parade Commission 2020 Calendar
  - Volunteers
  - Chamber transition meeting
- Memorial Day Parade Preparation: **Monday May 25, 2020**
  - 2019 Elements of the Memorial Day Parade – each needs to be agreed
    - Ceremony at Memorial Park
    - Parade on Main St.
    - Ceremony in Plaza (prefer to discontinue)
    - Poster contest
  - 2019 Detail Project Management (attached)
    - Expenses
    - Line of March
    - Task Status List
  - Volunteers
    - Terri/Rise Up
    - American Legion Committee including Walter Zjawin & Maggie Cook
- Meeting cadence: 1<sup>st</sup> Monday each month
  - Upcoming meetings:
    - March 2 @ 7:30
    - April 2 @ 7:30 via teleconference
    - April 15 @ 7:30
    - May 4 @ 7:30
- Next Steps

Task	Responsibility	Expectation
Determine parade route & elements	Brendan Flynn	Mayor and MPD buy in by March 2
Select Grand Marshall	Brendan Flynn	Mayor will select Grand Marshall;

		American Legion & MPD Chief to agree
Determine managing org for poster contest	Patricia L-S Ellen Regan	PLS to approach Metuchen District then Ellen to follow-up accordingly with St. Francis
Create on-line Registration form	Stacey Derector	Google Form
Identify local bands to participate	Lynne Mueller	Multiple bands and styles to consider
Establish Parade Commission e-mail address	Patricia L-S	Borough e-mail preferred
Define budget likely under \$3500	All	Discuss approach and ask for help from
Determine if Ordinance can be referenced in place of bylaws	Patricia L-S	Get Mayor's perspective
Set up future meetings	Patricia L-S	As discussed

