

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Concord 2025 Executive Committee was held in the Trustees Room of the Concord Free Public Library, 129 Main Street, on May 26, 2022.

Members Present: John Arena III, Gary Clayton, Di Clymer, Henry Dane, Richard Loughlin, Diane Proctor, David Wood
Guests Present: Holly Cratsley and Tish Hopkins

Call to Order: The meeting was called to order at 7:00 PM. – A quorum being present.

1. Administrative
 - a) Minutes from May 19, 2022 meeting were reviewed and approved by unanimous vote
 - b) Henry presented a Draft for Town Website, identifying recommended edits to enhance the committee page, and encouraging volunteerism. This will be submitted for posting.
- 2) Membership
 - a) Diane Proctor is expected to be appointed to the Committee by the Select Board at its next meeting on June 6, at which time Holly Cratsley and Tish Hopkins (with the approval of the Town Manager because of her status as a Town employee) are expected to be nominated, with appointment to follow on June 13.
 - b) John will follow up with Fred Ryan, and Gary has been in touch with Polly Reeve in an effort to fill the two remaining open seats. Rick will follow up Bob Carr.
- 3) Looking Ahead
 - a. Henry has been in touch with Mike Lawson, former member of the Select Board and its appointee to the State 250 Commission, in an effort to address the holiday weekend scheduling dilemma surrounding the 2025 celebrations. The commission has yet to advise. Involving Lexington in this discussion, as well as further planning, is a necessity. Committee discussed that events could be spread out over the course of weeks and months, similar to what National Park Service is preliminarily planning.
 - b. Committee members discussed the Priority of Tasks, and determined the critical need to move forward promptly to form and staff subcommittees, as well as developing a comprehensive plan, effective social media/marketing campaign, scheduling quarterly update meetings with the Select Board and establishing a framework for the budget as key current objectives. Presentations advocating this approach were made by Rick Loughlin, Gary Clayton and John Arena having as a common theme these objectives and dealing with them in some detail. All agreed that the way forward was the immediate establishment of a subcommittee structure and the prioritization of tasks in coordination with the Town's calendar of events especially with regard to Town staff as well as resources and matters requiring approval at Town Meeting.
- 4) The following sub-committees have been proposed with unanimous support. Specific members of the Committee volunteered to head up and recruit members for the various subcommittees as follows:
 - i) Arts & Literature – Di Clymer
 - ii) Communications & Publicity – Diane Proctor
 - iii) Events – John Arena
 - iv) Finance – Rick Loughlin
 - v) History & Education – David Wood
 - vi) Hospitality & Invitations – Tish Hopkins
 - vii) Outreach to Independent Organizations – Holly Cratsley
 - viii) Permanent Memorial – Gary Clayton
 - ix) Public Safety, Entertainment & Gala subcommittees also proposed – to be determined whether an incoming or current member of the executive committee will be the liaison.
- 5) Note was taken that the Charge of the Committee waived compliance with APP# 10 sec. 7 c, d, e and g relating to residency and service on multiple committees. While the emphasis is to involve town residents, since many former Concord residents have volunteered and possess valuable skills and knowledge of the Town.
- 6) Honorary membership was discussed to engage well-known names, and further attract new volunteers.
- 7) Rick pointed out the opportunity to capitalize on business owner recruits, as many are residents. This may also serve as an additional method of fundraising.
- 8) Next Meeting is scheduled for June 2, 2022 at 7 pm in the Trustees Room of the Library
- 9) Meeting adjourned at 8:08 pm

Minutes respectfully submitted,
John Arena III

