

# Old Home Day Committee

## Meeting Minutes

**Date/Time:** Tuesday, October 18, 2022, 6:30 PM

**Location:** Plaistow Town Hall Annex, Recreation Office, 14 Elm Street, Plaistow, NH

**Call to Order:** 6:34 PM Work Session; 6:37 PM Quorum met – change to meeting

1. Attendance:
  - a. Members: Shauna Manthorn (Chair), Roy Walling III (Vice Chair), Leah MacKean (Secretary), Bill Coye (BOS Representative), Kate Sherman-DeRoche, Maryann White (alt)
  - b. Absent Members: Bob Fairhurst, Christina Cruz (alt), Jennifer Bird, Jennifer Gusler (Recreation Director) d/t Recreation event, Dawn Williams
  - c. Guests: Derek Travers
2. Introductions: Derek Travers – PFD member and potential OHD member
3. Approval Minutes:
  - a. September 2022 – Kate 1<sup>st</sup>/Leah 2<sup>nd</sup> 4-0-1
4. Reorganization of Committee
  - a. Review Bylaws (please see changes to bylaws and constitution – attached)
    - i. Motion to change “Recreation Director” to “Town Appointed Liaison” throughout constitution and bylaws – Kate 1<sup>st</sup>/Leah 2<sup>nd</sup> 5-0-1
    - ii. Plaistow Old Home Day Committee Constitution
      1. Article 1 – as is
      2. Article 2 – as is
      3. Article 3 – as is
      4. Article 4 – as is
      - 5. Article 5 – “An alternate will be subject to removal in the same manner as a member as stated in subsections 7 and 8 below.” Omit 8 as there is no #8 (addended vote)**
      6. Article 6
        - a. 1 – as is
        - b. 2 – as is
        - c. 3 – begins motion changes of “Recreation Director” to “Town Appointed Liaison”
        - d. 4 – as is
        - e. 5 – adjust wording and updates: “The secretary will keep a file containing all **updated** Constitution and Bylaws and any amendments thereto, ~~and all~~ **as well as a physical copy of meeting minutes from the term year**, which shall be made available to any member of the OHD Committee for review upon request.” Leah 1<sup>st</sup>/Kate 2<sup>nd</sup> 6-0-0
        - f. 6 – see motion i. above
      7. Article 7 – as is
      8. Article 8
        - a. 1a – as is
        - b. 1b – “By a majority vote of the full OHD Committee.”
        - c. 1c – ~~Provided that such amendments have been~~ **Amendments will be** given in writing to all members ~~at least~~ **within** seven (7) days ~~prior to~~ **of the** meeting; and,

- d. 1d – as is
      - e. Above approved Kate 1<sup>st</sup>/Roy 2<sup>nd</sup> 6-0-0
    - iii. Plaistow Old Home Day Committee Bylaws
      - 1. Article 1 – as is
      - 2. Article 2 – as is
      - 3. Article 3
        - a. 1 – “The ~~Recreation Director~~ **Town Appointed Liaison** and OHD Chair shall prepare and present the budget to the OHD Committee in ~~August~~ **September.**”
        - b. 2 – change Recreation Director to Town Appointed Liaison as previously voted.
        - c. 3 – clerical error – fix; “Copies of the budget requests will be submitted to the town manager for presentation to the Board of Selectmen and the Budget ~~OHD~~ Committee for approval for addition to the town operating budget.”
        - d. Article 3 changes approved Leah 1<sup>st</sup>/Shauna 2<sup>nd</sup> 6-0-0
      - 4. Article 4 – changes to 1-4 only “Recreation Director” to “Town Appointed Liaison” as previously voted
      - 5. Article 5
        - a. 1 – as is
        - b. 2 – as is
        - c. **3. All Old Home Day Committee Members will adhere to the Town of Plaistow social media policies.**
        - d. **4. Committee duties will be dispersed into OHD approved subcommittees:**
          - i. **Road Race...**
          - ii. **Contests...**
          - iii. **Vendors...**
          - iv. **Entertainment...**
          - v. **Raffles...**
          - vi. **Parade...**
          - vii. **Staffing/Volunteer Recruitment for OHD events...**
        - e. **5. Subcommittees may hold work sessions ad hoc.**
      - 6. Adoption clause
        - a. “This version of the ~~Plaistow Recreation~~ **Plaistow Old Home Day Committee** Constitution and Bylaws is hereby adopted on ~~January 25, 2022~~ (***date to be determined after BOS approval***), to take effect as of said date.”
        - b. Approved Kate 1<sup>st</sup>/Leah 2<sup>nd</sup> 6-0-0
    - b. Nominations and Appointment of leadership roles (pending bylaw review)
      - i. Chair: Shauna Manthorn – recommended and accepted; 6-0-0
      - ii. Vice Chair: Roy Walling III – recommended and accepted; 6-0-0
      - iii. Secretary: Leah MacKean – recommended and accepted; 6-0-0
5. Subcommittee Updates
  - a. Road Race: Bob Fairhurst, Lions Club, Town Appointed Liaison (permit road closure)
  - b. Contests: Shauna Manthorn
  - c. Vendors: Leah MacKean
  - d. Entertainment: to be brought forward by the Town Appointed Liaison and voted on by the OHD Committee before booking/payment
  - e. Raffles: Dawn Williams
  - f. Parade: Kate Sherman-DeRoche, Maryann White
  - g. Staffing/Volunteer Recruitment for OHD events: Shauna Manthorn, Town Appointed Liaison, TBD
6. Other Business
  - a. Will need to work further on putting together a float for the parade

- b. Buy t-shirts
- c. Signs and Advertising – all members to promote OHD
- d. Would like to add music on The Town Hall Green in addition to DJ out front of Town Hall
- e. Open
  - i. Derek Travers talked about:
    - 1. upcoming project of PFD Junior Firefighters and potentially having them do a demonstration at OHD
    - 2. Fire Department/apparatus Hand Tub Muster - ? including in as an OHD event

**Next Meetings:** Tuesday, November 15, 2022 6:30 PM

**Meeting Dismissed:** 7:53 PM