

# MINUTES

## West Hill Cambridge Neighborhood Council Event Planning Meeting

April 5, 2022

*We work TOGETHER to enrich the health and culture, and safety of our Cambridge / Kentwood neighborhood.*

The WHCNC members will be hosting a special event on May 18, 2022 at Glenn Nelson Park beginning at 6:00 pm. The purpose of the event is to encourage as many neighborhood residents as we can muster to come out to hear from the Council on its purpose and successes, to hear an address from Mayor Dana Ralph, and to spend a little time getting to know one another.

- Mike Scuderi will emcee, make introductions and offer information on the Council (as above).
- Holly and Cliff Isaman along with Mike will attempt to secure space at the park beginning early that afternoon.
- We will have food trucks on site and will promote with announcements (and signage by vendors if they have)
- We all will continue to solicit door prizes
- In advertising we will encourage visitors to bring their own lawn chairs

In preparation for the event, the following tasks need tending:

<i>Task</i>	<i>Person assigned</i>	<i>To do</i>
Invite Mayor	Mike	Done
Invite Councilwoman Fincher and School Board Director Jones	Mike and/or Holly	To determine
Invite School Principals	Holly	One yes; one still to contact
Invite Fire and Police guests - will ask about canopies	Holly	Working with Sarah Wood from the City on this
Greeting/Sign In Table	Barbara Jackson and Carol Roth	Lanae will supply 2 nice tables Holly will supply sign in sheets, Council Job Descriptions
Advertising	Lanae	Order mailers and send 4/20/22– working New signage – on order
	Lanae and Mike	NextDoor and Facebook – working
	Holly	Email list announcement – coming Website – coming
Door Prizes	All	Crystal – Circo Circo gift cards Holly – Watson’s basket Lanae - Starbuck’s gift cards Holly – looking for neighbor’s crafting donations Lanae - tickets
Give-Aways for Kids	Holly and Lanae	Working with City, Fire and Police – <b>need crayon donations</b>
Food Trucks	Lanae	Working – will get confirmation to all for advertising purposes; will solicit logos for ad purposes

### Future Meetings and Dates

- We will hold another “touch-base” meeting for the event on April 27, 6:00 pm via Zoom.
- Can we plan a neighborhood Clean Up for June 4? Holly will talk with Ande and Yvonne on ideas.
- Future **general membership** meeting dates include: May 18, July 27, NNO August 2, September 28, November 16
- Future **Board meeting** dates include: April 27 (in lieu of board meeting), June 28, August 23, October 25, December 13