

Wednesday June 4, 2025 12:24

Present: Terry Donovan, Mary Ann Pease, Jane Sutton, Brenda Budreau, Steve Rigazio, Shana Holland, Keirsen Broman

Minutes from May approved by Terry Donovan, 2<sup>nd</sup> by Mary Ann Pease

- Keirsen reported about how we did on Chester on Track
- We talked about moving location of the COA tent for next year.
- Mary Ann suggested to use the MCOA account for the banners or the Sarah Gillette grant for the next fiscal year to use for advertisements.
- Terry suggested going through Staples to order COA banners, Chester COA
- Mary Ann told Keirsen to call the Sarah Gillette grant people and see if the money rolls over or it leaves.
- Mary Ann reminded that we need a grill cover and a propane tank
- Keirsen went through mays events and talked about upcoming events for the COA
- Jane suggested having water and snacks for the Butterfly Museum trip
- Terry said she has contact information for a separate party to get letters for our sandwich sign.
- Mary Ann, Terry, Jane and Keirsen all agree marketing has to be improved
- All agree that we have to do more with the country journal, town website, and sandwich sign
- Keirsen told Steve to contact Wendy to update the town website
- Jane said that when we are advertising we need to be more specific on where the COA is located and a call number to ask questions.
- Keirsen told Steve he is in charge on the sandwich sign and facebook and Jane assigned to country journal
- Jane brought up we need to 2 more board members and we talked about how to attain them
- Terry informed Keirsen that the new door lock needs multiple locks, look on staples.
- Next meeting will be July 2, 2025 @12:30
- Keirsen suggested buying a calendar white board, Steve will go Gateway to order a new lock that can hold multiple codes

Keirsen Adjourns, Jane 2<sup>nd</sup>. Meeting adjourned at 1:30pm

*Jane Sutton, Chair*  
7/2/25