

Co-Chairs – 350th Committee

Jonathan Dudley
Kevin Rudden

Treasurer – Brothers of the Brush

Tom Fichtner

Mendon Board of Selectmen

Christopher Burke – Chair
Mark Reil
Richard Schofield



MENDON'S 350TH ANNIVERSARY

Sponsored by:

THE MENDHAM BROTHERS OF THE BRUSH

mendonma.gov/350

20 Main St, Mendon, Massachusetts 01756

mendon350@mendonma.gov

General Committee Members:

Dan Byer - Secretary
AJ Byrne
Theresa Clifton
Sharon Cutler
Sorcha DeFrancesco
Dick Ferrucci
Jeanne Fichtner
Kathleen Sedgely Nicholson
Alan Tetreault
Wayne Wagner

Meeting Date: 6/5/2017

Meeting Location: Mendon Fire Station, 8 Morrison Dr. Mendon, MA

Minutes Approved: 10/23/2017

Committee Members Present: John Dudley, Dan Byer, Dick Ferrucci, Jeanne Fichtner, Kathleen Sedgely-Nicholson, Alan Tetreault Sorcha DeFrancesco

Absent: Wayne Wagner Kevin Rudden, Theresa Clifton, Sharon Cutler AJ Byrne

Others: Tom Fichtner, Larry Pearson, Sally, & Mark Riendeau

The meeting was called to order at 7pm

Tom presented the financial report (**exhibit A, attached**). The committee discussed the budget. Dan reviewed the numbers from the Paint Night. The event generated a few hundred dollars in profit. Sally asked about the Mendon Sings checks. Dan explained we are still waiting payment from several of the towns and it may be a long process. The committee discussed the state fund. They are not yet confirmed.

Jon updated the committee on merchandise. There are no major updates. They will plan to sell at the strawberry festival and muster events. Sally says Memorial Day went well. The greenhouse location is not selling much. Alan said the door to the old fire station is broken but they are working to fix it.

The committee discussed the parade. Dan reviewed the current list of participants. Jeanne sked about baton twirlers.

The committee discussed the block party. Jon says AJ is not here so there are no major updates. Jeanne says they found a walking magician who will charge \$150 for 2 hours and \$100/hr for more time. They also are looking to get Mary Anne Labonne for face painting. Dan will send the contact info for the RI Dancing Cop to Jeanne and Sally to confirm his times. Disk asked how many vendors we have, Sally thinks around 20.

Dick says the fireworks are all set. Dan says we will need a W9 form and invoice to pay them. Jon asked when they want payment, Dick says the night of.

The committee discussed the Farm to Table Festival. Larry updated the group. They are working on finding a band, securing raffles, tractors, etc. The Varney's have donated a whole side of beef. The sub-committee is looking to hire a catering company to cook all the food for \$500. Jeanne is working on a design for tickets and they will have them ready soon. Larry is finalizing the budget. Currently they will need, \$1,000 for the band, \$850 for the liquor insurance, \$500 for a police detail. They are exploring tent options;

the cost will be \$2,000-\$2,500 and we will still need tables and chairs. Larry is working on the produce needs, along with chicken and pork. Right now, the total cost of the event is projected to be around \$2,000 to \$4,000 in the red. The committee discussed ticket prices, beer sales, and raffles as ways to boost income. Dick asked about donations, Larry says we have gotten a few but are still working on them. Dick asked about the concession stands at the Park. Dan says they are not really usable for this large of an event. Sorcha asked about including the native American presentation. All agree that might work. Dick, Jon and Dan discuss the issue of insurance. Dan explained the liquor insurance just covers the individual events with the sale of alcohol. He believes we can pay this from the town funds we have requested.

The committee discuss the plan for the historic muster. Dan has talked to the Chief and the police are all set. The committee discussed the timing of the event.

Dick updated the committee on the final banquet. He says there will be a cocktail hour from 6-7pm an intro at 7, and then dinner. The event will not be a money maker as we may need to comp several VIP's. He is working to finalize the plans for ticket sales and figure out the costs. The theme will be period costumes or patriotic. He is looking into bands. The committee agree they will not sell merchandise at this event. Dan asked if they want the school jazz band still.

The committee reviewed the other 350th events. Dan explained there will be no talent show or sports event due to a lack of time or interest. Parks had reached out the sports leagues but there doesn't seem to be any interest.

The committee discussed the next meeting date and agreed on 6/26.

The meeting was adjourned at 8:15pm.

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Jonathan Dudley
Kevin Rudden



350th Committee Members

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AJ Byrne
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Tom Fichtner – *Treasurer*
Bruce Bartlet Jr. – *Secretary*
John Rich – *Sgt. at Arms*

Mendham Brush Association

Treasurer's Report

Submitted June 5, 2017

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Mendham Brush Association 350th Account Status

Financial Summaries for the following 350th events:

Ham & Bean Supper

Costume Ball

Turkey Trot

Santa Parade

Polar Plunge

St. Paddy's Night

Mother Mendon Sings

Mendon 350th Birthday

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As of June 05, 2017 the account balance for the Mendham Brush Association 350th account stands at \$28,051.88. The following checks (already distributed) are still pending clearance to the account:

- Check #170 - \$500.00deposit for the Jim Devlin Band (Block Party)
- Check #171 - \$846.00expense reimbursement for Muffin House cakes
- Check #172 - \$116.25expense reimbursement for flowers for Wayne Wagner
- Check #173 - \$1,000.00deposit for Cobra Performing Arts, Inc. (Parade)

Factoring in the above, the current working balance is \$25,589.63

NOTE: A formal revenue/expense spreadsheet for Paint Night is not included in this packet. However, this event (held at Willow Brook Restaurant on April 12th) did generate a profit of \$313.44 (deposited on 06.01.17).

HAM & BEAN SUPPER - 09.10.16
Venue - Henry P. Clough Elementary School

REVENUE (as of 06.01.17)

Ticket Sales

Cash \$475.00
 Checks \$380.00

Note: All cash / checks provided by Alan T. on 9/25/16, except for a \$150.00 check provided by Kevin R. on 9/26/16. These monies deposited on 10/7/16.

Anniversary Buttons

Cash \$710.00
 Checks \$180.00

Note: All cash / checks provided by Alan T. on 9/25/16. Monies deposited on 10/7/16.

Note: As of 1/15/17, corrected the cash total for Anniversary Buttons. Should be \$710.00 vs. \$760.00. Discovered as part of review for Dan Byer. Calculations for 10/7/17 deposit did not match breakdown.

Merchandise Sales

Cash \$1,655.00
 Checks \$60.00

Note: Cash/check received for Merchandise Sales & Jail House was deposited along with other other monies on 9/26/16.

Jail House

Cash \$400.00

Donation

Check \$712.84

Note: donation check received 1/28/17 from Highway Rehabilitation Corp. for the hams

TOTAL REVENUE (as of 06.01.17) \$4,572.84

EXPENSES (as of 06.01.17)

Check #111 \$30.50
 Check #115 \$50.63
 Check #119 \$69.37
 Check #125 \$10.63
 Check #126 \$954.25
 Bank Fee \$32.00
 Check #132 \$954.25

Dan Byer - reimbursement for printing Ham & Bean Supper tickets
 Brian Dudley - reimbursement for cake purchase
 Alan Tetreault - reimbursement for sign supplies
 Theresa Clifton - reimbursement for tablecloths
 MURSD - Clough School expenses incurred for food useage (NOTE: Check lost / not cashed)
 stop payment fee on lost check (Check #126)
 MURSD - Clough School expenses incurred for food useage (replacement check)

TOTAL EXPENSES (as of 06.01.17) \$1,147.38

TOTAL PROFIT (as of 06.01.17): \$3,425.46

COSTUME BALL - 10.29.16

Venue - Grand View Ballroom

REVENUE (as of 06.01.17)

Ticket Sales

Cash	\$2,800.00
Checks	\$9,780.00

Gronk Jersey Raffle	\$769.00
Pumpkin Centerpieces	\$125.00
Graphic Print Sales	\$450.00
Quilt Raffle	\$100.00
Jail	\$95.00
Donations	\$87.50

TOTAL REVENUE (as of 06.01.17) \$14,206.50

NOTES: 1st deposit of ticket sales (\$5,265.00) made on 10.7.16.
2nd deposit of ticket sales (\$3,150.00) made on 10.11.16
3rd deposit of ticket sales (\$3,395.00) made on 10.25.16
4th deposit of ticket sales (\$770.00) made on 10.31.16
5th deposit of ticket sales (\$140.00) made on 12.27.16

Raffle of autographed jersey and pumpkin centerpieces held at the Costume Ball on 10.29.16
Table centerpieces at Costume Ball on 10.29.16
Auction of Print #1 held at the Costume Ball on 10.29.16 (auction winner - Kevin Rudden)
proceeds collected for thls on-going raffle to be held thruout the year
proceeds collected at the Costume Ball for guest incarcerations
checks received (2) on 11.29.16 from Kevin Rudden labeled as donations

EXPENSES (as of 06.01.17)

Check #106	\$300.00
Check #558	\$200.00
Check #127	\$9,019.00
Check #130	\$70.00
Check #131	\$70.00
Check #136	\$249.68
Cash	\$1,000.00

TOTAL EXPENSES (as of 06.01.17) \$10,908.68

BAHA Brothers - deposit provided on 3/30/16 for entertainment
Imperial Ballroom - deposit provided on 10/29/15 for use of venue for Costume Ball (10.29.16)
Grand View - remaining balance paid on 10/28/16
ticket reimbursement to Anne Dudley
ticket reimbursement to Alan Tetreault
expense reimbursement to Karen Pisani
BAHA Brothers - remaining balance paid on 10/29/16

TOTAL PROFIT (as of 06.01.17) \$3,297.82

TURKEY TROT - 11.24.16
Venue - Mendon Drive-In

REVENUE (as of 06.01.17)

Pre-Registration	\$4,588.75
On-Site Registrations	\$929.00
Sponsorships	\$1,450.00

TOTAL REVENUE (as of 06.01.17) \$6,967.75

EXPENSES (as of 06.01.17)

SUPPLIES	\$\$ Amount
Poster Boards	\$14.47
Balloons	\$16.98
Balloon holders	\$7.19
Cow bells	\$18.62
Cups	\$20.11
Finish line banner	\$100.00
REGISTRATION	
T-shirts	\$1,299.88
Timing	\$311.00
MARKETING	
Posters	\$22.95
Social media	\$30.00
Website	\$0.00
Web domain	\$12.00

VENDOR
Staples
Party City
Amazon.com
Amazon.com
Amazon.com
Archer Marketing
Racewire
Wilbur Race Systems
Staples
Facebook
Wix.com
Godaddy.com

NOTES

Mile marker signs, directional arrow signs (owed to Lyndsey)
 Starting line balloon columns (owed to Lyndsey)
 Starting line balloon columns (owed to Lyndsey)
 Noisemakers for mile markers and finish line (owed to Lyndsey)
 Water station cups (owed to Lyndsey)
 Vinyl banner w/grommets (owed to Lyndsey)

210 tshirts - \$5.95 each
 (dave wilbur). Manual timing w/ tear-off bibs. Includes timing, clock, chute, 250 bibs, pins (owed to Lyndsey)

Printed posters to hang in local businesses (owed to Lyndsey)
 Facebook boosted posts (owed to Lyndsey)
 FREE site design
 1 year ownership of mendonturkeytrot.com (owed to Lyndsey)

TOTAL EXPENSES (as of 06.01.17) \$1,853.20

NOTE: All expenses were paid direct thru proceeds. No separate 350th checks used.

TOTAL PROFIT (as of 06.01.17) \$5,114.55

SANTA PARADE - 12.02.16

Venue - Founders Park

REVENUE (as of 06.01.17)

Ticket Sales	N/A
Quilt Raffle	\$56.00

NOTE: This was a free event for the public.
proceeds collected for this on-going raffle to be held thruout the year

TOTAL REVENUE (as of 06.01.17) **\$56.00**

EXPENSES (as of 06.01.17)

Check #129	\$121.34
Check #137	\$116.00
Check #139	\$98.00
Check #143	\$74.00

reimbursement to Kevin Rudden / trophies
reimbursement to Shelly Dudley / refreshments served at Fire Station
reimburement to Jeanne Fichtner / parade float decorations
reimbursement to Bruce Clifton / refreshments served to float decorating crew

TOTAL EXPENSES (as of 06.01.17) **\$409.34**

TOTAL PROFIT (as of 06.01.17) **(\$353.34)**

POLAR PLUNGE - 01.01.17

Venue - Town Beach

REVENUE (as of 06.01.17)

Registrations

Cash	\$1,220.00
Checks	\$850.00

TOTAL REVENUE (as of 06.01.17) **\$2,070.00**

EXPENSES (as of 06.01.17)

Check #138	\$295.00
Check #141	\$200.00
Check #144	\$55.00

purchase of Polar Plunge T-shirts; paid to Xpression Prints, Inc. (Invoice #16741)
set up of 2 - Porta-Johns; paid to ADC Septic (Invoice #1157)
reimbursement to Jon Dudley / refreshments

TOTAL EXPENSES (as of 06.01.17) **\$550.00**

TOTAL PROFIT (as of 06.01.17) **\$1,520.00**

ST. PADDY'S NIGHT - 03.10.17

Venue - End Zone

REVENUE (as of 06.01.17)

Ticket Sales	\$3,900.00
Quilt Raffle	\$70.00
Pint Glass Sales	\$210.00
Auction	\$1,045.00
Raffle Table	\$761.00
Jail	\$55.00

proceeds collected for this on-going raffle to be held thruout the year

TOTAL REVENUE (as of 06.01.17) \$6,041.00

EXPENSES (as of 06.01.17)

Check #146	\$41.72
Check #147	\$300.00
Check #148	\$3,434.00
Check #153	\$99.45
Check #154	\$44.68
Check #155	\$86.97
Check #156	\$400.00
Check #162	\$555.63
Check #168	\$39.84
Cash Payment	\$750.00

reimbursement to Jeanne Fichtner for printing of event tickets

payment to Harney Academy for Irish Step Dancers

payment to the End Zone for hall/meals/bartenders

reimbursement to Sally Riendeau for feeding decorating team & purchase of Irish Soda Bread

reimbursement to Anne Dudley for purchase of raffle tickets & decorations

reimbursement to Jeanne Fichtner for decorations

Police Detail services provided

reimbursement to Sorcha DeFrancesco for glass purchases, posters & printing

reimbursement to Terry Clifton for purchase of bracelets

payment to the Belfast Cowboys (musical entertainment)

TOTAL EXPENSES (as of 06.01.17) \$5,752.29

TOTAL PROFIT (as of 06.01.17) \$288.71

MOTHER MENDON SINGS - 03.25.17
Venue - Valley Chapel in Uxbridge

REVENUE (as of 06.01.17)

Ticket Sales	\$1,840.43
Participant Fees	\$894.06
Table & 50/50 Raffles	\$138.00
Quilt Raffle	\$28.00
Concessions	\$135.00
Donations	\$19.00
DVD/CD Sales	\$365.00
Cultural Council Grants	\$900.00

proceeds collected for this on-going raffle to be held thruout the year

NOTE:

Town of Uxbridge	\$300.00	CH# 144742
Town of Bellingham	\$300.00	CH# 320922
Town of Hopedale	\$300.00	CH# 037115

TOTAL REVENUE (as of 06.01.17) **\$4,319.49**

EXPENSES (as of 06.01.17)

Check #140	\$666.66
Check #145	\$550.00
Check #149	\$1,333.32
Check #150	\$200.00
Check #151	\$400.00
Check #152	\$1,000.00
Check #157	\$394.56
Check #158	\$1,339.83
Check #159	\$30.00
Check #160	\$110.00
Check #161	\$46.40
Check #163	\$22.50
Check #164	\$32.00
Check #169	\$25.00
Check #580	\$400.00
Check #165	\$400.00

1st of 3 installment payments to Simeon Morrow (Conductor)
 payment to Valley Chapel for facility usage
 2nd & 3rd installment payments to Simeon Morrow (Conductor)
 payment for services to Wayne Ward (Musical Advisor)
 payment for services to Rebecca Eland (Accompanist)
 prize winnings by Rebecca Eland; donated to St.Mary Parish Uxbridge
 expense reimbursement to Joyce Firth
 expense reimbursement to Dan Byer
 payment for music to Walton Music Corporation
 payment for music to Alfred Publishing, Inc.
 payment for music to Alfred Publishing, Inc.
 payment for music to Irving Berlin Music Company
 payment for music to The Lorenz Corporation
 payment for music to Boosey & Hawkes
 payment to Liz Hawkins for video taping services

NOTE: Payment of this initially came from the Brothers Regular account but should have come from the 350th Anniversary account; offset to be applied.
 offset payment from 350th account to the Brothers Regular account to cover \$400.00 from above

TOTAL EXPENSES (as of 06.01.17) **\$6,550.27**

TOTAL PROFIT (as of 06.01.17) **(\$2,230.78)**

NOTE: Additional Cultural Council Grant contributions still expected.

MENDON 350th Birthday Celebration - 05.13.17

Venue - Henry P. Clough Elementary School

REVENUE (as of 06.01.17)

Ticket Sales	N/A
Quilt Raffle	\$60.00
Store Sales	\$260.00

NOTE: This was a free event for the public.
proceeds collected for this on-going raffle to be held thruout the year

TOTAL REVENUE (as of 06.01.17) **\$320.00**

EXPENSES (as of 06.01.17)

Check #166	\$750.00
Check #171	\$846.00

payment to the Claflin Hill Music Performance Foundation
expense reimbursement to Kevin Rudden - purchase of 9 cakes from Muffin House

TOTAL EXPENSES (as of 06.01.17) **\$1,596.00**

TOTAL PROFIT (as of 06.01.17) **(\$1,276.00)**