

Alexandria-Caen Sister City Committee

Meeting Minutes

Monday, May 9, 2022

7:00pm

Alexandria City Hall – Room 1101

I. Welcome and Call to Order. A quorum was present (see “Attendees” below).

II. Introduction of new member to Committee – Michael Skardon

Approve Minutes from March and April Meetings – Leslie Tourigny, ACSSC member, and Dan Morrison, ACSSC member

April Meeting Minutes edits – Angelique Moss, ACSCC member, not Kyly Larriviere, ACSCC member, bought the tickets.

III. Ongoing Business

A. Recap of Farmer’s Market and May Day Soirée – April 30

- The event ended up with a profit of about \$212 with the help of donations.
- Kyly pointed out that part of our expenses included a donation from us to the historic Carlyle House.
- Dan Morrison, ACSCC member, said that anytime we’re in the Market Square, it’s a win for the Committee.
- Elodie Guillon, ACSCC member, pointed out that part of the point of the event was to generate public awareness of the Committee and we were very successful in that respect.
- Ashlee Harper-Johnson, ACSCC member, noted how nice it was to see people enjoying parts of the City that aren’t always taken advantage of, such as the Carlyle House.
- For lessons learned, Kyly suggested that we leverage the event planning sheet to clearly establish all elements of the event such as the budget and define who the event lead is and what that means to avoid confusion. Leslie said she would appreciate a better understanding of the Committee’s finances in general.
- Stephen Hartka commended everyone for successfully pulling off two events in one day.
- Elodie commended Kyly for her creativity in developing the event, such as partnering with Fresh Baguette.
- Kyly provided a memorandum of lessons from the event (see attachment).

B. D-Day Commemoration and Lecture – June 2 & 4

Kerem Bilge, ACSSC member, went over the event sheet for the D Day lecture and commemoration program.

Thursday, June 2, 2022 – Volunteers need to arrive around 6 to help set up. Lecture (Dr. Holien) to begin at 7, last for about an hour, and food will be available after.

- Angelique asked for volunteered to bring deserts.
- Kerem asked for someone to volunteer for Food and Beverage Coordinator. Alex volunteered.
- Jim Holloway, City of Alexandria, asked that Dr. Holien’s presentation be sent a week

beforehand.

- The lecture will be available virtually as well.

Torpedo Factory might be a good alternative location for the lecture next year.

Saturday, June 4, 2022 – Commemoration Program

- Market Square was the original location.
 - Sound support will arrive for setup around noon (immediately after the Market closes)
 - Volunteers should arrive around 2.
 - Around 2:30-3, swing band and dancers will arrive.
 - Parking is available under Market Square for \$5/day.
 - Fife and Drum Corps is uncertain.
 - 3:45 will be the latest arrivals of VIPs (Mayor Wilson and two City Council mayors).
 - The Town Crier will open the program.
 - Both national anthems will be performed.
 - Voices of D Day readings.
 - The displays will be open to the public 4:30-6.
 - Teardown at 6pm.
 - Alex Jevgrafovs , ACSSC member, suggested somehow weighing/anchoring down the signs so that the wind doesn't blow them down.
 - Kerem thanked Angelique for writing this year's proclamation which will be read at 7pm on Tuesday, May 24th. All members are encouraged to attend.
 - Ashlee Harper-Johnson, ACSSC member, asked whether it made sense to ask local businesses to make donations to the Committee if they would like to set up a booth/table at the Commemoration Event.
 - Jim is working on the sound permit and reserve parking permits have been submitted.
 - Tables and chairs can be delivered by the vendor. (Stephen and Scott)
- Tents (Jim).
- Water, ice and buckets (100 bottle of water – Laura Withers, ACSSC member, and Scott).
 - We have some leftover from May Day event. We can empty bins from storage to use for water and ice.
 - Event photographer will be given a list of desired shots.
 - Cash manager for parking and gas for reenactors and swing dancers (\$5).
 - Alex is going to reach out to VFW to see about local veterans that might want to attend/speak.
 - We need to determine which local businesses will want to set up a table and which would be willing to donate.
 - Angelique asked if anyone would like to write an article for the Zebra (due by May 17th). She will email Laura.

- Ashlee asked for help establishing a tiered system for business donations.
 i.e. – a \$100 donation will secure a table at the Commemoration event.
 \$50 gets company logo in the event program.
 We decided to keep it simple – no tiers this year.

- Budget – \$3930 (see below)
 - Vote to authorize Kerem to commit us to known expenses. Dan motioned to pass a budget of up to \$4,000. Unanimously passed.

D-DAY 2022 NOTIONAL BUDGET	
Item	Cost
Blue Jazz band	1100
Sound Support	2100
Jim Callear	100
Reenactors - parking	50
Dancers - parking	30
Table/Chair rental	500
Bottled water and ice	50
Income from lecture (\$10 Zoom, \$15 in-person)	
Income from sponsorships	
TOTAL	3930

IV. New Business – Angelique nominated Stephen as treasurer. Unanimously passed by all in attendance.

A. Open Floor

V. Public Comment

VI. Adjournment

2022 Calendar

- January – 1/29 Zoom Across the Atlantic
- February –
- March –
- April – 4/30 Farmers Market and May Day Soirée
- May –
- June – 6/2 D-Day Lecture, 6/4 D-Day Commemoration
- July –
- August –

September –
October –
November – 11/17 Beaujolais Nouveau
December –

ACSSC Member Attendees:

Angelique Moss
Allison Wynn
Scott Campbell
Elodie Guillon
Leslie Tourigny
Stephen Hartka
Alexandre Jevgrafovs
Ashlee Harper-Johnson
Dan Morrison
Wesley Thomas
Kerem Bilge
Kyly Larriviere
Michael Skardon

City of Alexandria Government Attendees:

Jim Holloway

Public:

Antoine Lopez