

July 19, 2017

Minutes from Clambake Meeting held July 19<sup>th</sup> 2017 at Co. 3 chaired by Casey McDermott.

Meeting was called to order at 19:35.

The following is a summary of the topics discussed with regard to the Avon Volunteer Fire Department 2017 Clambake to be held Sunday, September 3<sup>rd</sup>, 2017. Clambake chairperson, Casey McDermott, reviewed the Clambake portfolio put together by previous chairperson, Jean Barton. The following topics were discussed:

- Reservation and Ordering of outdoor lavatory facilities. (Casey McDermott)
- Beverage order through Nodi Beverage. (Casey McDermott)
- Procurement of Certificate of Insurance. (Gina Kline)
- Disbursement of invitations:
  - August Running Card
  - Website Invitations
  - Mailing to retirees (Gina Kline)
    - Invitations will be finalized at next meeting after decisions on final menu are made.
- Confirmation of refrigeration truck with Penske. (Casey McDermott)
- Inventory of non-food items. (Sharon Levine Shein)
- Analysis of vendors and procurement of alcoholic beverages. (Wendell Cote)
- Analysis of vendors and of seafood including but not exclusive to shrimp and cherry stone clams and possible lobster - price permitting. (Wendell Cote)
- Review of past ordered quantities of hotdogs, hamburgers and potatoes. Casey McDermott will handle ordering of these items after getting price quotes from vendors.
- Sharon Levine- Shein will handle ordering of cupcakes and corn on the cob.

- Chairperson Casey McDermott will send another e-mail asking any AVFD firefighters if they would like to join the Clambake committee since some members may have been on vacation at the time of this meeting.
- A preliminary task sign-up sheet was started concerning clambake tasks but will be added to and possibly finalized at next meeting.

Other topics discussed:

- Work party/Family Fun Night at Co. 3 for the kids. While it was discussed whether or not to include children at this year's clambake. It was decided to host a separate Family Fun Night at Co. 3 on Saturday, September 2<sup>nd</sup>.
- Family Fun Night may include a bouncy house. (Casey McDermott)
- Ordering of Tee Shirts. Order will be finalized at next meeting pending the joining of any new members to the committee.
- Next meeting: August 2<sup>nd</sup>, 2017 at 7:30pm at Company 2.

Meeting adjourned at 8:30. (20:30)

Minutes taken by Phyllis Wilson