

## Distinguished Visitors Committee

Thursday, May 11, 2023, 7:00 PM

Ropewalk Conference Room, 2nd Floor, Plymouth Town Hall  
26 Court Street, Plymouth, MA 02360

**RECEIVED**

*By Kelly McElreath at 4:13 pm, May 08, 2023*

### 1) Roll Call: Anticipated Attendance

- 1) Andy Loretz (at-large), chair
- 2) Steven Lydon (Visitors Services Board designee), vice chair
- 3) Scott Coogan (at-large), clerk
- 4) Harry Helm (Select Board designee)
- 5) Kim Savery (School Committee designee)
- 6) Evelyn Strawn (See Plymouth designee)
- 7) Paula Harris (Chamber of Commerce designee)
- 8) Matt Tavares (Town Meeting Member designee)
- 9) Sandra Almaguer (at-large)
- 10) Margie Burgess (at-large)
- 11) Len Levin (at-large)
- 12) Chris Talamo (at-large)
- 13) Absent (with advance notice):

### 2) Meeting called to order at \_\_\_\_\_ PM

### 3) Old Business:

#### 1) ***Vote to approve the previous meeting minutes (4/13/23):***

- i) Moved by:***
- ii) Seconded by:***
- iii) Result:***

- 2) Review of meeting procedures and protocols
- 3) Reminder to submit any and all required forms/documents to the Town Clerk (conflict of interest and open meeting law sign-offs)
- 4) Account update:
  - i) Deposit money from student ambassadors visiting Shichigahama this summer are being made. Their payment schedule is as follows:
    - (1) Third installment of \$660 by May 15, 2023
    - (2) Fourth installment of \$660 by June 15, 2023
    - (3) Fifth installment of \$675 by July 15, 2023
  - ii) Cost of the Town Flag (\$282)
  - iii) Cost for the flights for this summer's delegation (\$47,280) will be coming out of the account by 5/31/23.
  - iv) Cost of the charter bus transportation (quoted at \$5,000) will be coming out of the account once acquired – this expense was approved at our last meeting (4/13/23).
  - v) Cost of the travel insurance will be an additional expense (will be addressed during a later item on the agenda).

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- 5) Update on the student ambassador delegation and teacher chaperones going to Shichigahama (summer 2023):
    - i) The second Orientation meeting occurred on Monday, May 1, 2023 at 7:00 PM at the School Department Central Office in the Mayflower Room. Families were informed of further travel details, and a presentation was given by Mr. Loretz regarding Japanese history, Shichigahama and the sister-town relationship history, as well as an introduction to basic phrases in Japanese.
  - 6) Update on the elected/town official delegation going to Shichigahama (summer 2023).
  - 7) Update on the Town Flag information for Shichigahama's International Days:
    - i) All American Signs....Plus from Plymouth was not able to get the flag manufactured in time to send to Shichigahama for their International Days celebration. We will send this with the delegation visiting this summer instead.
    - ii) The committee will be notified at a future meeting of the total cost (including shipping). The committee already voted unanimously to approve these expenses at a previous meeting (3/9/23).
  - 8) Update on the travel arrangements from the travel agent (from Ms. Savery).
  - 9) Update regarding updating this committee's Charter from Mr. Levin
- 4) New Business:**
- 1) Expenses:
    - i) ***Vote to pay IACE Travel by or before June 8, 2023 for the travel insurance for flights:***
      - (1) ***Moved by:***
      - (2) ***Seconded by:***
      - (3) ***Result:***
    - ii) ***Vote to pay Plimoth-Patuxet for the Mayflower Bell to send as a gift with this summer's delegation:***
      - (1) ***Moved by:***
      - (2) ***Seconded by:***
      - (3) ***Result:***
  - 2) Facilitating and supporting family/student-arranged fundraising efforts
    - i) Update regarding the Rotary Club

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- ii) Mr. Loretz connected PAC-TV regarding running a PSA to help get donations.
- iii) Getting out info to local businesses and organizations.
- 3) Update on the official gift(s) to Shichigahama to send with the delegation traveling this summer from Mr. Levin and the members of the Gift Sub-committee.
  - i) Mayflower Bell
  - ii) Town Flag
  - iii) Poetry Books (Ms. Savery)
- 4) Discussion regarding defining payment mechanisms and the role of this committee in helping future student delegations raise funds.
- 5) Items not reasonably anticipated by the chair
- 5) Next meeting date:** Thursday, June 8th at 7:00 PM at Town Hall in the Ropewalk Conference Room
- 6) Meeting adjourned at \_\_\_\_ PM**
  - 1) Moved by:**
  - 2) Seconded by:**
  - 3) Result:**