

Distinguished Visitors Committee

Thursday, June 8, 2023, 7:00 PM

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

RECEIVED

By Kelly McElreath at 9:42 am, Jun 05, 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) Paula Harris (Chamber of Commerce designee)
- 7) Evelyn Strawn (See Plymouth 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):

14) Absent (without advance notice):

2) Meeting called to order at _____ PM

3) Required re-alignment:

- 1) Scott Coogan is no longer able to serve on this committee due to a self-declared conflict of interest.

2) Vote to elect a new clerk to serve this committee:

i) Nomination of _____

(1) Moved by:

(2) Seconded by:

(3) Result:

4) Old Business:

1) Vote to approve the previous meeting minutes (5/11/23):

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) Incoming:
 - (1) Deposit money from student ambassadors visiting Shichigahama this summer are being made. Their payment schedule is as follows:

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- (a) Fourth installment of \$660 by June 15, 2023
 - (b) Fifth installment of \$675 by July 15, 2023
 - ii) Expenses:
 - (1) Official Town Gifts:
 - (a) Cost of the Town Flag (\$282)
 - (b) Mayflower Bell (\$250): should be processing soon
 - (2) Cost for the flights for this summer's delegation (\$47,280) as well as the charter bus (quoted at \$5,000) will be coming out of the account once we have the finalized invoice from the travel agent with the fuel surcharge and taxes.
 - iii) Cost of the travel insurance will be an additional expense (quoted at under \$100 per person).
- 5) Update on the student ambassador delegation and teacher chaperones going to Shichigahama (summer 2023):
 - i) The third Orientation meeting will occur on Tuesday, June 6, 2023 at 7:00 PM at the School Department Central Office in the Mayflower Room. Families were informed of further travel details.
 - ii) There will be a virtual connection over Zoom between the host families in Shichigahama and the Plymouth delegation on Saturday, June 24th at 7:30 PM.
- 6) Update on the elected/town official delegation going to Shichigahama (summer 2023).
 - i) Derek Brindisi (Town Manager), Kim Savery (School Committee), and Luis Pizano (School Committee) are confirmed to go this summer.
 - ii) Dick Quintal informed Ms. Savery that he was unfortunately unable to participate in the delegation visiting Shichigahama this summer due to personal reasons. In his place, newly elected Select Board member Kevin Canty will attend. This has been communicated with our counterparts in Shichigahama.
- 7) Update on the Town Flag information for Shichigahama's International Days:
 - i) The flag is acquired and will be given to Ms. Savery to take over with the delegation this summer.
- 8) Update on the travel arrangements from the travel agent (from Ms. Savery).

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- i) The travel agent was given all passport information for ticketing on May 31, 2023 via email.
- ii) The chair is waiting to hear back from her regarding the finalized invoice (this may happen in the days prior to the meeting).

9) Update regarding updating this committee's Charter from Mr. Levin

5) New Business:

- 1) Facilitating and supporting family/student-arranged fundraising efforts
 - i) Update regarding the Rotary Club: (Ms. Savery)
 - ii) Mr. Loretz connected with PAC-TV regarding running a PSA to help get donations:
 - (1) A blurb was given to have broadcast as still images and community news: "The Distinguished Visitors Committee of the Town of Plymouth is seeking donations on behalf of our student delegation traveling to Plymouth's sister-town of Shichigahama, Japan this August. Each of our 10 Plymouth student ambassadors is paying ~\$3,500. Any amount will greatly help these students make life-long connections with our sister-town and learn more about Japanese culture through first-hand experience. Please contact Andy Loretz (DVC chair) at andrew.loretz@gmail.com to help these students!"
 - (2) Ms. Savery might attend a filming for a PSA on Friday, June 9th if able.
 - (3) PACT-TV would like to do a story on this summer's delegation visit. We might need some members from this committee, current and previous delegations to be filmed discussing this process and its importance for our students and town. We are waiting to hear further details.
 - iii) Getting out info to local businesses and organizations:
 - (1) Mr. Loretz sent the following blurb to be placed in the Chamber of Commerce weekly newsletter: "The Distinguished Visitors Committee of the Town of Plymouth is seeking donations on behalf of our student delegation traveling to Plymouth's sister-town of Shichigahama, Japan this August. Each of our 10 Plymouth student-ambassadors is paying roughly \$3,500. Any amount will greatly help these students make life-long connections with our sister-town and

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learn more about Japanese culture through first-hand experience. Donations are needed by July 15th. Please contact Andy Loretz (DVC chair) at andrew.loretz@gmail.com to help these students!"

- 2) 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) Poetry Books (Ms. Savery)
- 3) Unofficial Gift Idea of postcards from See Plymouth (Ms. Harris and Ms. Strawn)
- 4) Discussion regarding defining payment mechanisms and the role of this committee in helping future student delegations raise funds:
 - i)
- 5) Items not reasonably anticipated by the chair
 - i)
- 6) Next meeting date:**
 - 1) Needs to be moved from the usual date: tentatively Thursday, July 27th at 7:00 PM at Town Hall in the Ropewalk Conference Room
- 7) Meeting adjourned at ____ PM**
 - 1) **Moved by:**
 - 2) **Seconded by:**
 - 3) **Result:**