

Meeting Minutes

I. Call to Order/Pledge of Allegiance

Dick Power called to order the regular meeting of the committee at 1830 hours on 27 FEB 2024 and led the group in the Pledge of Allegiance. (Attendance: John R., Richard M, Greg B, Dick P, Donna S, Melissa B, and Stacey M.)

II. Review and Approval of minutes from last meeting

Minutes from the last meeting were reviewed and approved.

III. Open issues

- a) John Robinson reported on the details of the scholarship program. Dick will summarize in a separate document to be kept for the record, so the information isn't lost for future committee work. We discovered that the application process has closed for 2024 and will reopen next December. It was noted that there have been no awards in the last couple of years and it was agreed that we need to promote it so that it is available more widely. We will start that process at Veterans Day ceremonies and prepare an article for the Hometown Weekly. We can also post information on our Town Committee website.
- b) The use of the Veterans Service Gift Account (as differentiated from the Hometown Heroes banner account) was discussed. A draft of a process and information to formalize the use of the fund was distributed. It was agreed that its use was appropriate and documenting the process was important. All were asked to review and edit in detail so that we can finalize the materials at the March meeting on 19 MAR.
- c) Melissa advised that she had spent her own funds (credit card) to provide housing for a homeless veteran for one night as there was no other resource. It was moved and unanimously approved to reimburse her for \$189.66 paid for Econolodge.
- d) Walpole Day will be held on 11 MAY. The committee will staff a table to support initiatives. Rich will reserve us a place.
- e) Donna will contact Hometown Weekly to be sure our veteran's coffee is announced in the Community Calendar at least.

IV. New business

- a) Melissa discussed her departure from the VSO position next month (3/22). The opportunity in No. Attleboro was too good to pass up. We discussed the process of supporting a more robust



Veterans Department. Melissa will compile a summary of the activities she reports weekly to the town administration. She will also obtain comparative data for workload and staffing in some nearby towns, Norwood in particular. The committee will arrange a meeting with the town administration to discuss added staffing for an administrative assistant.

- b) Memorial Day will be observed on 27 May at noon on the Common. Planning must begin in earnest, because Melissa will be departed by then and a new VSO will be unlikely to be present to provide significant support.
 - i) Melissa will order flags to support this event and the town. She will order a Space Force flag for the display of service flags in the Senior Center as well as two replacement flags for the center flagpole. She will also order 12 boxes of 144 grave marker flags and 30 medallion flag holders to support the replacement of flags on Saturday 18 MAY.
 - ii) We need to formalize a checklist of planning actions and timelines for Memorial Day (and Veterans Day). This will help future planning and timing. Melissa will reconstruct what she has.
 - iii) Melissa will try to find a local veteran speaker for Memorial Day.
 - iv) Stacey will continue to work on the sound system. We may have to hire someone who can “institutionalize” the electronic setup. Another speaker is needed for proper coverage. DPW has only one and three to four are needed as a minimum.
 - v) We need to meet with the Chief of Police and determine if we can do something to control traffic during the ceremony. The “thunder” of trucks is very disruptive.

V. Adjournment

Dick Power adjourned the meeting at 1933 hours.

Minutes submitted by: Dick Power

Minutes approved by:



Brainstorming Session on Publicity

Events/Activities	Publicity Resources
Memorial Day	Social media – e.g., Facebook; Instagram
Veterans Day	Hometown Weekly
Banners – Hometown Heroes	Electronic signboards in town
Veterans Day week Breakfast	Rt. 1 Electronic billboards
Walpole Day	Local TV stations
Flags for Veterans – Update cemeteries	Hometown TV
Monthly Vets Meeting @ Sr. Center	Banner post on Common
Scholarships for HS students of Vets families	Senior Center Calendar and electronic notices

News Release for each event prepared to use of member responsible for engaging publicity resource. Chair and VSO to prepare.

Responsible member to engage media:

- **Social Media** – Christian and Stacey
- **Hometown Weekly** – Donna
- **Electronic signboards in town** – Melissa
- **Rt. 1 billboards** – Dick to investigate availability for non-profits.
- **Local TV stations** – Christian to investigate; anyone have contact with Gene Lavanchie?
- **Hometown TV** – Dick to investigate.
- **Senior Center notices** - Melissa