

**CITY OF NEWARK  
DELAWARE  
BOARDS AND COMMISSIONS REVIEW COMMITTEE  
MEETING AGENDA**

**July 28, 2015 – 7:00 PM  
Council Chamber**

1. Call to Order
2. Approval of the Minutes of the June 16, 2015 Boards and Commissions Review Committee Meeting
3. Memorial Day Parade Committee Review Presentation
4. Discussion and Potential Action Regarding the Committee Review of the Memorial Day Parade Committee
5. Public Comment
6. Discussion on Procedure for Adding Agenda Items
7. Introduction of New Business
8. Next Meeting Date – August 25, 2015
9. Adjournment

The above agenda is intended to be followed, but is subject to changes, deletions, additions, and modifications, as permitted under the Freedom of Information Act of the State of Delaware. The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004 (e)(2). Copies may be obtained at the City Secretary's Office, 220 South Main Street, or online at [www.cityofnewarkde.us](http://www.cityofnewarkde.us).

**Agenda Posted – July 21, 2015**

Attest:

Sworn by:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Notary Public

(Seal)

**CITY OF NEWARK  
DELAWARE  
BOARDS AND COMMISSIONS REVIEW COMMITTEE  
MINUTES  
JUNE 16, 2015**

Those present at 7:00 p.m.:

Members: Chairperson, Rebecca Powers, At Large  
John Morgan, District 1  
Jo Anne Barnes, District 2  
Christopher Laird, District 3  
Maria Aristigueta, District 5  
M. Howland Redding, District 6

Absent: Roberta Sullivan, District 4

Guest: Councilman Rob Gifford, District 3

Staff: Renee Bensley, City Secretary

1. **MEETING CALLED TO ORDER BY CHAIR REBECCA POWERS AT 7:05 P.M.**
2. **APPROVAL OF MINUTES OF THE APRIL 28, 2015 BOARDS AND COMMISSION REVIEW COMMITTEE**

Ms. Bensley reviewed changes to the minutes that Dr. Morgan had submitted. Ms. Barnes asked for clarification on page 8 between the Board of Adjustment duties and Planning Commission and suggested clearer wording.

**MOTION BY DR. ARISTIGUETA, SECONDED BY DR. MORGAN: TO APPROVE THE MINUTES AS AMENDED.**

**MOTION PASSED UNANIMOUSLY. VOTE: 6 TO 0. (ABSENT: SULLIVAN)**

3. **DISCUSSION AND APPROVAL OF EVALUATION FORMAT**

Ms. Powers asked Dr. Morgan to start on page 4, item number 1. Dr. Morgan stated his concern regarding some boards that are not supposed to meet on a fixed schedule but rather on an as needed basis. It was his opinion that most boards do not meet on a fixed schedule. He thought it may be best to ask when the board or commission is required to meet with the options to follow; i.e. monthly, quarterly, annually, as needed or other. Ms. Powers asked if any boards were required to meet at certain intervals, or do they determine that amongst themselves. Ms. Bensley replied that some are designated in the Code as to how often they are required to be meet. There are others that meet on an as needed basis,

particularly appeal boards. There are approximately six boards or commissions that meet regularly on some sort of set schedule. Additionally, Dr. Morgan suggested adding:

- This board or commission has met (how many times).
- When the last two meetings were held.

It was Dr. Morgan's opinion it would make it clearer the frequency of the meetings of the board/commission being evaluated. Dr. Morgan suggested adding the following question:

- Do the minutes of meetings of the board or commission maintained on the City website appear to be complete and up-to-date?

If the answer is no, the deficiencies should be identified. Ms. Barnes suggested it may be difficult to determine if the meeting minutes were complete since at the next scheduled meeting the members may not be the same. Dr. Morgan stated he was more concerned with gaps on the City website. Ms. Bensley suggested picking a set evaluation period (3 years, 5 years). The consensus was 5 years. After discussion, it was decided Item 2A on Dr. Morgan's memo will read:

- In the past five years, this board or commission has met \_\_\_\_\_ times.

Dr. Morgan asked if it was a requirement of FOIA to post minutes on the City website. Ms. Bensley replied there was not. Ms. Bensley reinforced the City's practice was to post minutes of boards and commissions that meet regularly on the City website but not for boards and commissions that meet sporadically.

Dr. Morgan expressed concern of the potential for accurate minutes of boards and commissions that do not meet regularly as the minutes are only approved after the board or commission meets again to approve the minutes. Sometimes many years can pass in between cases (meetings) and members may not be the same. Therefore, they cannot attest to the accuracy of the minutes. Dr. Morgan suggested if a board or commission deals with a legal issue, they should have a follow-up meeting to approve the minutes. Ms. Powers suggested this topic can be revisited at a later date.

- With regard to item 3A on Dr. Morgan's suggestion memo, it was changed to read, "Do the minutes of the meetings of this board or commission maintained by the City appear to be complete and up-to-date?" Followed by a yes or no answer.

Ms. Powers asked if there any additional revisions to the evaluation form. There being none, the following motion was granted.

**MOTION BY DR. ARISTIGUETA, SECONDED BY MR. LAIRD: TO ACCEPT THE PROPOSED EVALUATION FORM WITH DR. MORGAN'S REVISIONS.**

**MOTION PASSED UNANIMOUSLY. VOTE: 6 TO 0. (ABSENT: SULLIVAN)**

#### **4. DISCUSSION AND POTENTIAL RECOMMENDATION TO COUNCIL REGARDING ADVERTISING CURRENT OR FUTURE VACANCIES ON THE BOARDS AND COMMISSIONS AND THE PROCEDURES FOR FILLING OUT APPLICATIONS**

Dr. Morgan expressed concern City residents are not aware there may be openings for various boards and commissions. He suggested using the City "email lists" to do a twice annual email message of all upcoming anticipated vacancies.

Ms. Bensley stated there are two different types of criteria for boards and commissions. There are geographically distributed boards which typically has seven members, one from each district and one at-large member. There also are boards that are "at-large" and are typically smaller boards with five members. Members are nominated by the Mayor and submitted to Council for approval. In practice, the Mayor takes suggestions from Council members for nominations if interested parties are identified.

Ms. Powers asked Councilman Gifford if, in his opinion, Council would object to having the boards and commissions vacancies placed on the City website. Councilman Gifford did not find it to be an issue and felt there would not be an overwhelming number of people filling out applications. He believed it would be beneficial. Dr. Morgan suggested individuals could express interest by contacting their Council member or the Mayor.

Ms. Bensley reported there are difficulties with email regarding the InformMe system. The way InformMe is structured, individuals sign up for particular categories of email they would like to receive. There currently is not a general all-inclusive City emails category.

Ms. Aristigueta confirmed it is Council's responsibility to fill boards and commissions vacancies. She suggested each individual Council member send out emails when they have vacancies on a board or commission in their district.

Ms. Powers also reiterated there were many times there was limited advanced warning that a board or commission member will not be seeking reappointment. Therefore, it was her opinion that the City website was a valuable tool as openings could be posted immediately.

Mr. Redding stated he knows that many residents do not visit the City website. He would like to see an insert enclosed in the utility bills or an annual or quarterly mailing. Ms. Bensley reported that she believed the City's "e-billing" program only generates the bill itself and does not include any additional attachments.

Mr. Laird concurred with Mr. Redding and he suggested posting the boards and commission vacancies at City Hall. It his belief that some people that frequent City Hall may have a predisposed interest in city government and would come across such postings. He would also include a mailing insert in the bills sent by the City.

Dr. Aristigueta suggested using all options so everyone can be covered and it was less random. She also noted the potential of using the City newsletter to announce vacancies.

**MOTION BY MS. BARNES, SECONDED BY MR. REDDING: TO USE THE CITY'S WEBSITE AND/OR EMAIL LISTS AND/OR UTILITY BILL MAILINGS TO INFORM ITS CITIZENS ABOUT CURRENT OR FUTURE VACANCIES.**

**MOTION PASSED UNANIMOUSLY. VOTE: 6 TO 0. (ABSENT: SULLIVAN)**

**5. DISCUSSION AND POTENTIAL ACTION REGARDING AMENDING THE SCHEDULE OF COMMITTEES TO BE REVIEWED**

Ms. Powers reported there was a request made by the Mayor to make the Memorial Day Parade Committee the first committee for review. Dr. Morgan asked to just include the Memorial Day Parade Committee along with the others already on the schedule. Dr. Morgan asked how many members are on the Memorial Day Parade Committee. Ms. Bensley stated there is not a set number of members. It states the committee will be appointed by the Mayor with the consent of Council in January of each year to serve for one year and shall report to the Council on the completion of the parade. Dr. Morgan asked how frequently the Board of Building Appeals, Property Maintenance Appeals Board and Board of Sidewalk Appeals meet. Ms. Bensley reported they do not meet frequently. Only one committee had met in the last few years. Dr. Morgan asked if there were boards or commissions that had problems with adequate staffing. Ms. Bensley reported some members of the first group of boards or commissions to be reviewed were serving on expired terms and there were vacancies on those boards but there is a minimum of members that are serving on current or expired terms. Dr. Morgan asked if a member serving on an expired term could just have their term extended if the member is willing to continue to serve. Ms. Bensley replied there could be a variety of reasons why that did not happen. A person may be unreachable or may be willing to serve only until a replacement could be found.

Dr. Aristigueta asked how many boards and commissions can be reviewed at one time. Ms. Bensley stated the first three on the review list were grouped together because they may be good candidates for consolidation. Ms. Barnes stated it was her opinion four boards or commissions would be too many to review at one time. Dr. Aristigueta suggested the Memorial Day Parade be reviewed at the first meeting by itself.

Dr. Morgan stated it was his opinion it would be very inefficient to compile a report at the table. Dr. Morgan stated this committee should expect the process to consist of learning about the committee; meeting with the members, discussing certain issues, etc. Following, the committee should have one or two members draft a report, post on the City's website, then at a later meeting approve the report.

**MOTION BY DR. MORGAN, SECONDED BY MS. BARNES: TO MOVE THE REVIEW OF THE MEMORIAL DAY PARADE COMMITTEE TO THE FIRST MEETING.**

**MOTION PASSED UNANIMOUSLY. VOTE: 6 TO 0. (ABSENT: SULLIVAN)**

## **6. PUBLIC COMMENT**

There were no further comments from the public.

## **7. NEW BUSINESS**

Ms. Powers stated felt that after review of a board or commission the committee would need to take time at the end of the meeting to summarize. Ms. Barnes asked Ms. Bensley to review the logistics. Ms. Bensley stated the board or commission to be evaluated will receive their evaluation form. They will ask to complete the form. Ms. Bensley will gather background information for the committee, i.e. resolution that established the committee, the roster, etc. The committee and the relevant department staff will have a deadline of approximately 10 days prior to the meeting to supply all information. Ms. Bensley will compile the information and disseminate to the Boards & Commissions Review Committee for their review.

Ms. Barnes asked how the actual meeting will be conducted with the evaluation process. Ms. Powers stated it was her belief that discussion would occur with the committee members or chair. The committee will review the evaluation, have a discussion, return to the evaluation, summarize and come to a conclusion. Ms. Barnes stated it was her understanding the board or commission representative would be excused after the discussion and would not be present for the internal deliberations. Ms. Powers stated they could be but they would not need to be. Ms. Barnes stated she was concerned with the "candor" the review committee would be able to partake in with the board representative present. Dr. Morgan stated it was his opinion that it was important to have accurate information. If something needs to be addressed that may be controversial, he suggested doing so in the form of a question. He also said it was important to use polite wording.

Ms. Aristigueta said it was important to be objective. Ms. Bensley suggested as the material is being reviewed for upcoming meetings, if there are any questions that come up in advance or any additional information is needed to make a decision, committee members should feel free to reach out so the matter can be researched and an answer provided the night of the meeting so there were not any unnecessary delays. Dr. Morgan stated it was important to remember that these individuals are volunteers.

## **8. SETTING OF NEXT MEETING**

The next meeting is scheduled for Tuesday, July 28, 2015 at 7:00 p.m.

## **9. THE MEETING WAS ADJOURNED AT 8:09 P.M.**

Renee K. Bensley  
City Secretary

/tas

CITY OF NEWARK  
DELAWARE

July 17, 2015

**TO:** Boards & Commission Review Committee Members

**FROM:** Renee Bensley, City Secretary 

**VIA:** Charlie Emerson, Director of Parks & Recreation   
Carol Houck, City Manager 

**CC:** Mayor and Council

**SUBJECT:** Memorial Day Parade Committee Review Information and Staff Recommendation

Governing Authority

The Memorial Day Parade Committee was formed by Resolution 88-T (attached), which was adopted on November 28, 1988 by a 5-2 vote. The resolution enumerated the following in regards to the Committee:

- The actions of the Newark Memorial Day Parade Committee, with regard to the Newark Memorial Day Ceremonies and Parade, are considered by the City to be an official function of the City of Newark;
- The Committee will be appointed by the Mayor with the consent of Council in January each year to serve for one year, and shall report to the Council on the completion of the parade; and
- The participants in the parade shall be limited to veterans' organizations, military personnel, public officials, and nonprofit organizations which the Committee, in its discretion, feels are appropriate.

Qualifications

The only required qualifications for membership on the committee are to possess some type of military knowledge and/or affiliation.

Orientation/Training

There is no existing orientation and/or training for the body and none is considered to be needed for the committee in its current form. As there is no existing training, the level of participation by the members is not applicable.

Rules of Procedure

The chair is selected by a vote of the committee or by staff appointment. The chair of the committee has no set term length. In regards to meeting procedures, meetings follow the published agenda (sample attached) including:

- Call to order;

- Opening/Moment of Silence;
- Introductions;
- Finance report;
- Focus group updates (six focus groups for 2015);
- Miscellaneous items; and
- Next meeting date.

### Activity Level

In recent years, the Memorial Day Parade Committee activity has been in decline. While the parade has been executed yearly, more of those duties have fallen on Parks and Recreation staff as time has passed. Additionally, fewer members have been able to attend meetings and there has been difficulty in finding replacements for members who have left the committee or have indicated that they would like to step back from the committee once a replacement is found.

This committee meets on an as needed basis. The committee has met 40 times in the last five years. However, it has only met nine times in the last two years and only three times in 2015. Its last two meetings were April 1, 2015 and April 22, 2015. There are currently 13 members on this committee, however, all are currently serving on expired terms. As there is not a specified number of members, there are no official vacancies. A member's term on this committee is one year. City residency is not a qualification for membership on this committee and there are members who are not City residents. This committee is not compensated.

### Reporting

Currently, the committee is required to keep minutes under the State of Delaware Freedom of Information Act as well as "report to Council on the completion of the parade" (Resolution 88-T). The committee has up-to-date minutes, although minutes have been kept by Parks & Recreation staff since the secretary for the committee stepped down in 2014. However, these minutes have not been posted on the City's website since August 18, 2010. The reason behind the change in the website posting at that time is not known. In addition, the committee's activities regarding the completion of the parade are reported via updates in the Parks & Recreation section of the City Manager's Weekly Reports as well as the Parks & Recreation year end departmental report.

### Stakeholder Viewpoints

LtCol. Sheldon Slater is the current chair of the Memorial Day Parade Committee. When asked for feedback on the committee, LtCol. Slater indicated that he liked the way things are going with the parade and wanted to keep some of the local groups that have assisted with the parade such as the VFW, American Legion and ROTC involved in the event. However, when asked how he would feel if the committee was not a Council-appointed committee and was a departmental committee, he supported that idea.

Sharon Bruen is the Recreation Supervisor, Community Events for the Parks and Recreation Department and acts as staff for the Memorial Day Parade Committee. She has stated that the committee is needed to assist with the military portions of the event,

particularly the Memorial Ceremony. However, she has also expressed concern regarding problems with getting enough members to attend the meetings. Additionally, she has stated that the terms for the committee (January-December) do not match the cycle of the parade, which is held in May. This creates some inconsistencies in planning if members do not leave until the end of their terms and new members start in the middle of the event planning. Ms. Bruen also pointed out that other Newark events do not have Council appointed committees, but that some have department-led committees that included members of the public. This would enable the committee to continue, but not require participants to go through the boards and commissions application process.

#### Necessity

The Memorial Day Parade Committee has a narrow scope of duties in that it is only responsible for coordinating the Memorial Day Ceremony and Parade. It is not similar to other Council-appointed boards and commissions, however, it is like some of the internal committees that are not Council-appointed that are used to gain public input for other events and programs.

#### Recommendations:

Staff recommends that the Boards and Commissions Review Committee recommend to Council that the Memorial Day Parade Committee be removed as a Council-appointed committee and be made an internal departmental committee within the Parks and Recreation Department. This would place the Memorial Day Parade in line with other City-funded and staffed events and activities such as the recently launched Community Garden. It would also allow Council to reorient its focus to recruitment for vacant positions on other boards and commissions. In order to do this, Council would need to adopt a resolution amending or repealing Resolution 88-T, which formed the committee.

Thank you for your consideration and please contact me if you have any questions.

/rkb

CITY OF NEWARK  
DELAWARE

RESOLUTION NO. 88-T

THE NEWARK MEMORIAL DAY CEREMONIES AND PARADE

WHEREAS, the Newark Memorial Day Ceremonies and Parade have been a part of the City of Newark's history for a number of years; and

WHEREAS, the Newark Memorial Day Parade Committee has organized and directed the ceremonies and parade for many years with the understanding that its operations were sanctioned by the City government;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Newark hereby declares that:

(1) The actions of the Newark Memorial Day Parade Committee, with regard to the Newark Memorial Day Ceremonies and Parade, are considered by the City to be an official function of the City of Newark;

(2) The Committee will be appointed by the Mayor with the consent of Council in January each year to serve for one year, and shall report to the Council on the completion of the parade; and

(3) The participants in the parade shall be limited to veterans' organizations, military personnel, public officials, and nonprofit organizations which the Committee, in its discretion, feels are appropriate.

RESOLVED at a Regular Meeting of Council on November 28, 1988, by a Vote of 5 to 2.

*William W. Leed, Jr.*  
Mayor

Attest:

*Juan A. Lombard, CNE*  
City Secretary

Based on the Council Minutes of the November 28, 1988 Council Meeting, this is a corrected copy of Resolution 88-T.

*John F. Bandy*  
City Secretary



# **NEWARK MEMORIAL DAY PARADE**

**Sunday, May 17, 2015**

**Meeting Agenda**  
**Wednesday, April 22, 2015**  
Events office, 1<sup>st</sup> Floor,  
Newark Municipal Building,  
220 South Main Street

7 00 p m Committee Meeting

Committee members will be planning for the May 17, 2015 ceremony and parade

**Call to Order**

**Opening/Moment of Silence** (LtCol Slater)

**Introductions** (LtCol Slater)

**Finance** (Paddy Wilcox)

**Focus Group Updates** (LtCol Slater)

**Fundraising**

(Paddy Wilcox / Sharon Bruen/ Jerry Clifton)

**VIP's**

(Sharon Bruen/Jerry Clifton/ David MacIntyre)

**Ceremony on the Green**

(LtCol Slater / Sharon Bruen/Jerry Clifton/ David MacIntyre)

**Academy Memorial Ceremony**

(Sharon Bruen / Paddy Wilcox)

**Parade**

(Sharon Bruen/Jerry Clifton/ Clint Slack/ David MacIntyre)

**Parade Invitation Status/Update**

(Sharon Bruen)

**Miscellaneous Items**

(LtCol Slater)

**Next Meeting**

**Agenda Posted – April 15, 2015**

Attest.  
  
\_\_\_\_\_  
City Secretary

Sworn by:  
  
\_\_\_\_\_  
Notary Public (Seal)



**BOARDS AND COMMISSIONS REVIEW COMMITTEE REPORT**

Name of Board/Commission/Committee: Memorial Day Parade Committee

Representatives Present For Review: \_\_\_\_\_

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Governing Authority	City Code and/or resolutions governing the body			
Qualifications	Are the required qualifications appropriate for the body?			Military knowledge or affiliation

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Orientation/ Training	Existing orientation and/or training for the body			None required or needed
	Level of participation by members of the body in the above training			None
Rules of Procedure	Selection of chair and other officers			Committee vote or staff appointment
	Meeting procedures			See meeting agendas Committee reviews participants and final line ups.
Activity Level	Amount of active participation by members			Minimum

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Reporting	Existing reporting requirements			Send minutes to City Secretary
	Compliance with existing reporting requirements			
	Appeal process for decisions of the body			None
Stakeholder Viewpoints	Views of members of the body being evaluated			
	Views of department heads who work with the body			The Committee is needed to assist with the Military portions of the event; particularly the Memorial ceremony.
	Views of the public who interact with the body			

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Necessity	Scope of duties			Coordinating Memorial Day Ceremony and Parade
	Similarity to other bodies			

**Activity Level**

1. When is this board or commission required to meet?  Monthly  Quarterly  Annually  As Needed  Other (Explain) \_\_\_\_\_
2. In the past five years, this board or commission has met \_\_\_\_\_ times. Its last two meetings were on \_\_\_\_\_ and \_\_\_\_\_.
3. Do the minutes of this board or commission maintained by the City appear to be complete and up-to-date?  Yes  No  
If no, identify any apparent deficiencies: \_\_\_\_\_
4. How many members are on this committee? \_\_\_\_\_
5. How many vacancies are currently on this committee (number and percentage)? \_\_\_\_\_

**Board Membership**

6. How long is a committee member's term on this committee?  1 year  2 years  3 years  Other (Explain) \_\_\_\_\_
7. Is City residency a qualification for membership on this committee?  Yes  No
8. If City residency is not a requirement, does this committee have any members who are not City residents?  Yes  No

9. How long is the committee chair's term on this committee?  1 year  2 years  3 years  Other (Explain) \_\_\_\_\_

10. How is the Chair selected for this committee?  Volunteer  Elected by Committee  Appointed by Mayor

**Compensation**

11. How much is the compensation for this committee? \_\_\_\_\_

**Final overall recommendations of the Boards and Commissions Review Committee:**

Approved by the Boards and Commissions Review Committee on \_\_\_\_\_, 2015.

Vote: \_\_ to \_\_.

Attest:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Chairperson  
Boards & Commissions Review Committee

**For Office Use Only:**

Date Submitted to Council: \_\_\_\_\_, 2015

Action Taken by Council:



# **NEWARK MEMORIAL DAY PARADE**

## **Sunday, May 17, 2015**

### **Meeting Minutes**

Wednesday, October 29, 2014

City Manager's Conference Room, 2<sup>nd</sup> Floor, Newark Municipal Building, 220 South Main Street.

#### **6:00 p.m. Interest Meeting**

Attendees – Sharon Bruen, Jerry Clifton

#### **7:00 p.m. Committee Meeting**

Attendees – Sharon Bruen, Jerry Clifton, Clint Slack, Christopher Kealty (Army ROTC)

Committee members will be planning for the May 17, 2015 ceremony and parade.

#### **Call to Order**

#### **Opening/Moment of Silence**

(LtCol Slater)

#### **Introductions**

(LtCol Slater)

#### **Finance**

(Paddy Wilcox)

- Paddy turned in a budget sheet stating that the current balance of the checking account is \$8,131.36. She was unable to attend the meeting.

#### **Focus Group Updates**

(LtCol Slater)

#### **Fundraising**

(Paddy Wilcox / Sharon Bruen)

- Jerry Clifton and Clint Slack will be joining the fundraising subcommittee.

#### **VIP's**

(Sharon Bruen)

- Jerry Clifton will be assisting Sharon in recruiting and engaging VIPs in the parade and ceremony.

### **Ceremony on the Green**

(LtCol Slater / Sharon Bruen)

- Jerry Clifton will assist with the Ceremony on the Green
- ROTC will be happy to have a formation for the Ceremony.

### **Academy Memorial Ceremony**

(Sharon Bruen / Paddy Wilcox)

### **Parade**

(Sharon Bruen)

- Clint Slack and Jerry Clifton will assist with recruitment for the parade.
- Mr. Clifton will visit JROTC leaders and reach out to military organization for participation.

### **Reception**

(Paddy Wilcox)

We will no longer be holding a reception following the parade. For the past two years, the reception has been sparsely attended and the committee decided after the 2014 parade, that this will no longer be offered due to the high cost and low participation.

### **Parade Invitation Status/Update**

(Sharon Bruen)

Save the date information has been sent to all groups from the 2014 mailing list. Updates for group contacts, etc. have been received from several groups for the application mailing, which will take place in early 2015.

### **Miscellaneous Items**

(LtCol Slater)

### **Next Meeting**

January 7, 2015; 7pm at the Newark Municipal Building



# **NEWARK MEMORIAL DAY PARADE**

**Sunday, May 17, 2015**

## **Meeting Minutes**

**Wednesday, January 7, 2015**

City Manager's Conference Room, 2<sup>nd</sup> Floor, Newark Municipal Building, 220 South Main Street.

7:00 p.m. Committee Meeting

Attendees – Sharon Bruen, LtCOL Slater, Anne Slater, David MacIntyre, Paddy Wilcox

Committee members will be planning for the May 17, 2015 ceremony and parade.

### **Call to Order**

### **Opening/Moment of Silence**

(LtCol Slater)

### **Introductions**

(LtCol Slater)

### **Finance**

(Paddy Wilcox)

Dropping off books for audit on 1/8.

Balance of \$8,131.36

### **Focus Group Updates**

(LtCol Slater)

### **Fundraising**

(Paddy Wilcox / Sharon Bruen/ Jerry Clifton)

### **VIP's**

(Sharon Bruen/Jerry Clifton/ David MacIntyre)

### **Ceremony on the Green**

(LtCol Slater / Sharon Bruen/Jerry Clifton)

David is working on finding a Reviewing Officer

**Academy Memorial Ceremony**  
(Sharon Bruen / Paddy Wilcox)

**Parade**  
(Sharon Bruen/Jerry Clifton/ Clint Slack/ [David MacIntyre](#))

**Parade Invitation Status/Update**  
(Sharon Bruen)

**Miscellaneous Items**  
(LtCol Slater)

**Next Meeting**  
[3/11/2015 at 6:30 p.m.](#)

[POSTPONED Until 4/1 at 7 p.m.](#)



# NEWARK MEMORIAL DAY PARADE

Sunday, May 17, 2015

## Meeting Minutes

Wednesday, April 1, 2015

Events office, 1<sup>st</sup> Floor, Newark Municipal Building, 220 South Main Street.

7:00 p.m. Committee Meeting

Attendees - Sharon Bruen, David MacIntyre, Paddy Wilcox, Sheldon Slater (Phone)

Committee members will be planning for the May 17, 2015 ceremony and parade.

### **Call to Order**

### **Opening/Moment of Silence**

(LtCol Slater)

### **Introductions**

(LtCol Slater)

N/A

### **Finance**

(Paddy Wilcox)

No activity

\$8,131.30

Not requesting funds this year because we are not doing the reception.

### **Focus Group Updates**

(LtCol Slater)

### **Fundraising**

(Paddy Wilcox / Sharon Bruen/ Jerry Clifton)

N/A

### **VIP's**

(Sharon Bruen/Jerry Clifton/ David MacIntyre)

David has been working on finding a Reviewing Officer.

Sharon will send VIP Invitations in the next few weeks.

General (active in Delaware, lives Maryland).

Sharon will talk to Jerry in the next week

### **Ceremony on the Green**

(LtCol Slater / Sharon Bruen/Jerry Clifton/ David MacIntyre)

Joe is trying to line up an MC for the ceremony.

Sheldon will give the orders.

Looking for a Reviewing officers  
Coordinate with Newark Community Band

**Academy Memorial Ceremony**

(Sharon Bruen / Paddy Wilcox)

N/A

Order the wreaths

Make Sand bags to hold the legs.

Dave is going to make a stand for the wreaths and flags.

**Parade**

(Sharon Bruen/Jerry Clifton/ Clint Slack/ David MacIntyre)

N/A

**Parade Invitation Status/Update**

(Sharon Bruen)

N/A

**Miscellaneous Items**

(LtCol Slater)

N/A

**Next Meeting**

Wednesday, April 22, 7 p.m.



# NEWARK MEMORIAL DAY PARADE

Sunday, May 17, 2015

## Meeting Agenda

Wednesday, April 22, 2015

Newark Municipal Building, 220 South Main Street.

Attendees - Sharon Bruen, David MacIntyre, Paddy Wilcox, Sheldon Slater, Anne Slater, Major Millian

7:00 p.m. Committee Meeting

Committee members will be planning for the May 17, 2015 ceremony and parade.

### **Call to Order**

### **Opening/Moment of Silence**

(LtCol Slater)

### **Introductions**

(LtCol Slater)

N/A

### **Finance**

(Paddy Wilcox)

\$8,231.36

### **Focus Group Updates**

(LtCol Slater)

### **Fundraising**

(Paddy Wilcox / Sharon Bruen/ Jerry Clifton)

### **VIP's**

(Sharon Bruen/Jerry Clifton/ David MacIntyre)

Need 2 cars from McGrillis

### **Ceremony on the Green**

(LtCol Slater / Sharon Bruen/Jerry Clifton/ David MacIntyre)

Reviewed and corrected the parade script.

Need 3 wreaths for the Green

Chairs

Email finalized script

**Academy Memorial Ceremony**

(Sharon Bruen / Paddy Wilcox)

Wreath laying only. Pause in parade.

**Parade**

(Sharon Bruen/Jerry Clifton/ Clint Slack/ David MacIntyre)

Check on State Police flyover

Bus for VIPS

**Parade Invitation Status/Update**

(Sharon Bruen)

**Miscellaneous Items**

(LtCol Slater)

**Next Meeting**

CITY OF NEWARK

Memorial Day Committee

Meeting Minutes – Thursday, May 22<sup>nd</sup> 2014

RECAP Meeting - Newark Memorial Day Parade-Sunday, May 18, 2014-1pm Ceremony on UD Green-2pm Parade on Main Street

Opening/Moment of Silence – A moment of silence was observed in remembrance of the members of the Armed Services defending our country.

There were 8 people in attendance:

Ltc Sheldon Slater	Janet Urbaniak	Paddy Wilcox
Sharon Bruen	Jason Urbaniak	Jack Satterfield
Anne Slater	Bob Cronin	

Finance: Balance \$10,652.68 – and there are approximately \$4,000 in outstanding bills that need to be paid.

Besides the list of suggestions and observations that we discussed at the meeting the following were discussed:

Ceremony on the Green: need to move the reviewing officer more to the corner of the steps instead of the middle – there wasn't enough area for the groups to march around.

Ask that the DMA send a smaller group to be reviewed and the rest of the group can stand along the edge of the green and then after the smaller group has passed in review both groups can mesh together before they get to Delaware Avenue for the beginning of the parade.

Have a benediction prepared and inserted into the program in case the chaplain doesn't show - that way anyone could read it during the ceremony so that we're not caught off guard again. We do appreciate that Chaplain Richard Barry from the Delaware Civil Air Patrol stepped in and gave the benediction.

We need weighted flag stands next year so that the flags don't blow over as they did this year.

Need 2<sup>nd</sup> set of wreath holders – one by the VIP's and the other to be placed in front where the wreaths will be displayed during the ceremony. If possible get shorter wreath stands so that they won't blow over so easily.

Next year either try to get a military plane to do the flyover Main Street to start the parade or get the helicopter again everyone thought that was a nice touch.

Parade: the VFW mentioned that they felt that the change to the parade route makes the parade longer and has asked that the committee consider changing it back. And since the committee has decided not to hold the reception at the Trabant Center any longer and that was the main reason it was changed – to encourage the participants to attend the reception - it would be an easy change. The committee will discuss the suggestion.

The committee and the group participants who have gotten their dog tags said they really liked them and suggest that we get them again next year.

For those that were unable to make the meeting – I handed in my resignation as the secretary of the parade committee. So if there is anyone on the committee who would like to take over the secretary responsibilities or know of anyone who would like to join the committee as secretary please let Sharon know.

Next Meeting – will be in September date TBD.

CITY OF NEWARK

Memorial Day Committee

Meeting Minutes – Wednesday, May 7, 2014

Newark Memorial Day Parade-Sunday, May 18, 2014-1pm Ceremony on UD Green-2pm Parade on Main Street

Opening/Moment of Silence – A moment of silence was observed in remembrance of the members of the Armed Services defending our country.

There were 11 people in attendance:

Ltc Sheldon Slater	Janet Urbaniak	Paddy Wilcox
Sharon Bruen	Jason Urbaniak	Jack Satterfield
Anne Slater	Dave MacIntyre	Paddy Wilcox
Glenn Davis – Community Band	Dave Harris – Community Band	

Finance: the checking account balance is \$13,003.38. Checks were made out to Horizon Helicopter for \$250.00 and Signs Now for \$21.40.

Focus Group Updates: 40 Groups have registered for the parade so far.

VIP's: The reviewing officer will be Col John McFassell – US army.

Ceremony on the Green: Taps will be played by the Delaware Military Academy. Brad Austin from WXCY will be doing the announcing during the ceremony on the Green and the Parade. We were hoping to have Brad attend one of our meetings however since he is the DJ at night at the radio station he will not be able to attend.

Parade: Sharon will call her daughter who will be on the helicopter when the groups start lining up for the parade.

Miscellaneous Items: We ran through the script and made several changes that will be incorporated into the final version of the script.

Paddy will reach out to the people at the Trabant Center to be sure everything is set.

Sharon will order signs directing the participants to the reception at the Trabant Center.

Paddy has ordered the wreaths and 2 cars which will hold 2 adult passengers in each – one for Ltc & Mrs. Slater and the other for Col McFassell. These vehicles will be in the lineup directly after the Police.

The Shriners will be participating in the parade this year.

Dog Tags – Jason has placed an order for 1,000 of the Stainless Steel Dog tags with – Newark Memorial Day Parade 2014 on one side and the American flag on the other. The total cost including shipping is \$884.00.

Meeting Dates: MEETING CANCELLED - Wednesday, May 14<sup>th</sup> – 6:30pm

We'll see everyone at the parade on Sunday, May 18th

Wednesday, May 21<sup>st</sup> – 6:30pm - Review