

**Agenda**

**Veterans Events Committee**  
**Police Station, 450 E. 11 Mile Road**  
**Royal Oak, MI 48067**

**Tuesday, April 4, 2023 at 7:00p.m.**

1. Call to Order
2. Public Comment
3. Approval of Agenda – April 4, 2023
4. Ex Officio Report
5. Chairperson Report
6. Approval of Minutes – [March 7, 2023](#)
7. Old Business
  - a. Memorial Day
  - b. Field of Honor
  - c. Benches – What wording should be engraved on them?
8. New Business
9. Adjournment

*Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting*

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Memorial Day Parade (May)								
Item	Task/Milestone	Owner	Support	Status (R/Y/G)	Critical Path	Dependencies	Comments	Timing
1	Monies/Sponsors							
2	Fly-Over	Judy/Bob		Y	Sponsor needed?	\$1,000 (yankee) or \$800 per plane	Yankee Air Museum/Tuskegee/Selfridge	January/February
3	Speaker	Steve		G	Press Release for History	Robert Middleton	Monford Point Marines	January/February
4	Programs	Judy/Illene		Y	Include Field of Honor Info As Well	Grand Marshal, Bagpiper, Clergy, Sign	Ongoing/Sustainable?	April
5	Clergy/Chaplain	Chris		G			Beau McCarthy, invocation/benediction	January/February
6	Permit	Judy/Chris		Y			Include porta johns	Confirm floats can fit down main street
7	RO Band	Dave		Y			\$250	Motion made, approved January Meeting
8	Porta Johns	Arbor		Y	Scotty's Pottys (1) at Lincoln/Main		up to \$150	Motion made, approved January Meeting
9	Order of Parade Participants	Dave/Judy		R				May
10	Letter to Participants	Dave		Y			Now	January
11	Sign Up goes Live on City Website	Judy		G			Advertise posting	January
12	Recruit Orgs to Participate	Cynthia		Y			Luke, any and all	December/January
13	Recruit Vets to March	Arbor/Judy		Y			Motion approved to fund	
14	Confirm Route	Dave		G				
15	Bagpiper	Steve		Y	Paul McLeod, Troy?		\$250	Motion made, approved January Meeting
16	Navy/Army Band(s)	Illene		Y	each out to Willy on who to contact		Play at Ceremony	Illinois not outside of
17	Celtic Pipe & Drum Corp	Bob		Y			\$850	Motion made, approved January Meeting
18	Grand Marshal	Judy		G	Grand Marshal Magnet	Art Fishman	Jewish War Vets	
19	Vehicle for Grand Marshal			Y				
20	Signage/Banner	Judy		Y	Banner (Main St)			
21	Posters	Judy		Y	Print 75			April
22	Arlington Singer	Mike		Y	Rodger Coddington			

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Field of Honor (May)								
Item	Task/Milestone	Owner	Support	Status (R/Y/G)	Critical Path	Dependencies	Comments	Timing
1	Budget							
2	Order Extra Flags	All/Judy					20 extra	
3	Establish a backup plan if Field not ready	Judy/All	<b>Motioned to Move to Hill</b>	Y				
4	Inventory Flags, Stanchions, etc	All		R	x			January
5	Closing Ceremony Bell Ringing	Mike	Navy Bell	G			From McCourts Music in Berkely	April
6	Attending to Field "Roster/Schedule"	All	Leading up To					April
7	Boy/Girl Scout Support/Overnight	Chris	Who do we contact?	Y				
8	Band for Closing Ceremony	Mike/Dave		Y			RO Band	
9	Boards/Maps to Display			G			confirm state of boards	
10	<del>Are we taking donations ahead of/day of: in person/online, etc.</del>						For Beautification	
11	Tagging of Flags	Arbor	grommet/laminate	Y			Laminated	February
12	Advertising of Event on Social Media, etc.		google advertising					April/May
13	Permit	Judy/All						
14	Status of Field Sod Repair	Dave		Y				
<b>We signed \$800 licensing fee for website/flags/donation taking..ongoing \$250/yr</b> Update: Lic Fee \$150 sponsored by VFW Post 1669								
	\$1733 3x5 Military Flags Indoor Set (stands)							

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