



Wallingford 350th Jubilee Committee

The HUBCAP, 128 Center Street, Wallingford, CT 06492

Telephone: 203~284~1807

Email: Wallingford350@gmail.com

Web site: www.wallingford350.org

SPECIAL UPDATE, MARCH 16th

Due to the March 16th State restriction on public gatherings, the Director's meeting is cancelled. We will continue to monitor this actively changing situation and reschedule in the future.

In the meantime, here are key reminders:

- The State of CT is not allowing public gatherings over 50 members, as of today. Please take the appropriate measures to cancel or reschedule any meetings until this restriction is removed.
 - If you must meet, please follow basic hygiene protocols and practice safe public distance guidelines.
- Meeting Protocols:
 - Reminder, if you cancel a meeting, please submit a "Cancellation" Agenda to the Town Clerk and Government Website. An email is not sufficient for FOI requirements.
 - Committees can use email and audio/ video conferencing to discuss and make *preliminary decisions*. Major decisions and votes should be held at a time when the membership can meet physically.
 - If you use audio and video conferencing alternatives, at this current time, you should have a physical location for meeting attendees. All attendees must be able to hear the meeting comments and participate in a vote virtually or physically. Please, note these guidelines may change based on the current Coronavirus situation.
- Timing & Contracts:
 - At this time, we remain committed to the Jubilee timelines and hopeful that this crisis ends swiftly before June. We will continue to carefully assess each facet of our Jubilee, including communications, safety planning and operational planning.
 - Please review your contracts and purchase orders now to understand planning options.



Wallingford 350th Jubilee Committee

The HUBCAP, 128 Center Street, Wallingford, CT 06492

Telephone: 203~284~1807

Email: Wallingford350@gmail.com

Web site: www.wallingford350.org

CANCELLATION MEETING NOTICE

AGENDA- REGULAR MEETING

DIRECTORS COMMITTEE

March 19, 2020 – 6:00 p.m. - 6:30 p.m.

Town Hall, Room 215, South Main Street, Wallingford

This meeting is now cancelled.

or

Zoom: <https://us04web.zoom.us/j/7584504779>: Meeting ID: 758 450 4779

1. CoronaVirus (COVAD-19) Update
 - a. Contingency planning
 - b. Meeting options & Tips for electronic meeting options
 - c. Wallingford 350th Committee Zoom Account for audio/video conferencing

2. Marketing & Publicity
 - a. Commemorative Guide Publishing & Advertising Needs
 - i. List of Volunteers
 - b. Promotional Calendar
 - c. Other

3. Event Updates & Logistics Check -safety, permits & event planning updates
4. Sponsorships
5. Finance - Incremental Approval: Town Council
6. Other
7. Good of the order