



2025 Executive Committee
Hospitality and Invitation Subcommittee

February 7, 2023
Minutes

PRESENT: Tish Hopkins, Chair; Michael Goodwin, K.C. Winslow and Anita Tekle

ABSENT: Molly Bergin and Laura Mullins

Call Meeting to Order

Ms. Hopkins called the meeting to order at 5:05 pm in the Conference Room at 135 Keyes Road.

Approval of Minutes

On a **MOTION** made by Ms. Winslow and seconded by Mr. Goodwin, the minutes of October 4, 2022 were **APPROVED** by unanimous vote, as drafted.

Discussion Items

The board discussed the scope of events that are planned, which will involve this subcommittee in terms of sending invitations and providing hospitality services. Some events will require tickets (such as the ball), while other events will be open to all at no charge (such as the parade). The group looked at a draft proposed list of invitees, to which a number of additions were made (farmers, business owners, artists, historians, Land Conservation Trust, Melvin family). The list is in the preliminary stages and includes bands, reenactment organizations, politicians (local, state, federal), local organizations (Rotary, DAR, Battery, Minutemen, Lions, Scouts, 4H, etc.), military units, and the 26 communities involved in the events of April 19, 1775.

The Subcommittee will be responsible for designing invitations to be sent to parade participants, the ball/gala event, and most likely other events. Most likely there will be a “save the date” notice sent to a large number of groups and individuals, once we have firm dates for the key events. Ms. Winslow expressed a willingness to draft the “save the date” notice once we have the logo. It is unclear what responsibility the Subcommittee will have for arranging for food and hospitality for parade participants, volunteers, staff, etc. That will evolve in the coming months, after we have a better idea of funding and specific events.

Those receiving invitations to a specific event (such as the parade) will be both participants and distinguished guests who will expect to be provided a seat to watch the parade. The parade is scheduled for Saturday, April 19, 2025 (the day before Easter). A date and location of the ball/gala has not been finalized, but is anticipated to be primarily for Concord residents.

It was noted that Minuteman National Park will have a kickoff event in January 2024 (similar to what happened in January 1774). The Boston Tea Party happened December 16, 1773, and there will be an event in Boston on December 16, 2023 to commemorate that event. The 2025 Committee will have an improved web page shortly, once the logo is finalized and available.

Hotels

Ms. Hopkins reported that she has contacted the Colonial Inn, Marriott’s Residence Inn, and the North Bridge Inn, and they want a year’s notice to reserve a block of rooms for 2025 events. It is unclear whether our Subcommittee will be responsible for reserving any hotel rooms – the hotels may just need formal notice that Concord will have a significant number of visitors during the weeks before and after April 19, 2025.

Possible New Member

Ms. Hopkins reported that Rob Morrison has expressed an interest in joining the Subcommittee.

The meeting adjourned at 6:00 pm.

Next Meeting: March 8, 2023, 7:00 pm, in conjunction with the Events Subcommittee

Respectfully submitted,

Anita Tekle
Interim Clerk