



Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Concord 2025 Executive Committee was held in the Trustees Room of the Concord Free Public Library, 129 Main Street on June 9, 2021.

Members Present: Gary Clayton, Di Clymer, Henry Dane, Richard Loughlin, David Wood
Guests Present: Concord residents Holly Cratsley and Patricia Hopkins who have been nominated to serve on the Committee. In addition, Simone Monteleone, Superintendent of Minute Man National Historical Park (NPS).

Call to Order: The meeting was called to order at 7:02 PM, a quorum being present.

1. *Administrative*
 - a) Gary Clayton offered to prepare the minutes of this meeting in John Arena's absence.
 - b) Minutes from the June 2, 2022 meeting were reviewed and approved by unanimous vote.
 - c) A Committee contact list was distributed by Henry to all members present this evening.
2. *Review Additional Appointments to Executive Committee*
 - a) Rick Loughlin reported that he had a recent conversation with Fred Ryan who remains undecided regarding his potential role on the Committee.
 - b) Di Clymer will provide a brief follow up with Polly Reeve as a potential member of the Committee.
3. *Update on Subcommittee Recruitment*
 - a) Henry distributed a first draft of a spreadsheet of various proposed subcommittees including individuals who indicated that they are willing to serve in such a capacity or who (in italicized type) may be approached to do so.
 - b) Various Committee members provided brief updates on their ongoing subcommittee member recruitment efforts. It was also noted that some individuals who are recruited for a particular subcommittee may be invited to engage in the work of another subcommittee as the need arises.
 - c) Henry urged Committee members to actively continue the recruitment of subcommittee members. He asked that any updates regarding these actions prior to the Committee's next meeting be conveyed immediately to him so he might incorporate this into his subcommittee spreadsheet and ultimately share with all Committee members.
4. *Onboarding Process for Subcommittee members*
 - a) In a recent conversation with the Concord Town Clerk, Henry confirmed with her that the Select Board does not need to approve the appointment of subcommittee members. Prospective subcommittee members are encouraged to have submitted a

Volunteer (Green) Card but it is not necessary that they do so in order to be appointed to a subcommittee.

- b) Subcommittee members including any Executive Committee member liaison must nevertheless adhere to the provisions of the state Open Meeting law.

5. *Subcommittee structure and meetings*

- a) Henry distributed a proposed template for a Subcommittee Charge and Enrollment. Committee members were asked to review and provide comments to Henry on this draft document before the Committee's next meeting.
- b) As noted in the Committee's meeting of June 2, 2022, there is no fixed number for subcommittee membership.
- c) Henry suggested that once subcommittees are formed that a "plenary session" be arranged by the Committee for all subcommittee and Committee members.

6. *Comments on Draft Calendar*

- a) Henry distributed a draft timeline (2022-2023) for the Concord 2025 Executive Committee. Henry noted Gary had provided him with written feedback on the initial draft of this document. He invited all members to review and provide to him additional feedback, if any, before next week's meeting.
- b) It is the Committee's expectation that this timeline will be updated from time to time for the benefit of the Executive Committee, subcommittees, and others.

7. *Request for Specific Event Suggestions for April, 2025*

- a) While there were no specific event suggestions offered at this time, it was noted that it was essential to enhance the leadership and capacity of the Concord Ceremonies and Celebrations Committee in preparation for 2025.
- b) Henry reported on his recent conversation with Lt. Col. Love, the Commander of the 126th Brigade Support Battalion, regarding the potential use of the Armory building.
- c) NPS Superintendent Monteleone was asked by the Committee if there was any further discussion within NPS regarding its plans for April 19, 2025. She indicated that NPS intends to proceed with its Battle Road events on Saturday, April 19, 2025. Henry indicated he will bring the Committee's recommendation also to conduct Concord's events on Saturday, April 19, 2025 to the attention of the Concord Select Board. Henry will also reach out again to the Lexington 250 Committee to explain Concord's intended action regarding this scheduling date.

- 8. Next Meeting is scheduled for Thursday, June 16, 2022 at 7 PM in the Trustees Room of the Concord Free Public Library, 129 Main Street.

- 9. Meeting adjourned at 8:10 PM

Minutes respectfully submitted,

Gary Clayton