

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

**Tuesday, May 2, 2023 at 7:00p.m.**

1. Call to Order
2. Public Comment
3. Approval of Agenda – May 2, 2023
4. Ex Officio Report
5. Chairperson Report
6. Approval of Minutes – April 4, 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



Memorial Day Parade (May)								
Item	Task/Milestone	Owner	ppc	Status (R/Y/G)	Critical Path	Dependencies	Comments	Timing
1	Monies/Sponsors			N/A				
2	Fly Over	Judy/Bob		N/A	Sponsor-nded2	\$3,000-\$5,000 (yankee) or \$800 per plane x 4 (Tusk)	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	Speaker, Grand Marshall, Bagpiper, Clergy, Singing Arlington	Ongoing/Sustainable?	April
5	Clergy/Chaplain	Chris		G			Beau McCarthy, invocation/benediction	January/February
6	Permit	Judy/Chris		G		Include porta johns	Confirm floats can fit down main street	
7	RO Band	Dave		Y		\$250	Motion made, approved January Meeting	January/February
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		Y		Week before Parade		May
10	Letter to Participants	Dave		Y		Month before Parade	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	January/February
16	Navy/Army Band(s)	Illene		N/A	Reach out to Willy on who to contact	Play at Ceremony	h local and/or Great Lakes, Illinois not outside of 60 L	March
17	Celtic Pipe & Drum Corp	Bob		Y	INVOICE NEEDED ASAP	\$850	Motion made, approved January Meeting	
18	Grand Marshal	Judy		G	Grand Marshal Magnet	Art Fishman	Jewish War Vets	
19	Vehicle for Grand Marshal			G				
20	Signage/Banner	Judy		G	Banner (Main St)			
21	Posters	Judy		Y	Print 75	Start Posting May 1st		April
22	Arlington Singer	Mike		G	Rodger Coddington			
23	Oakland County Sheriff Mounted	Judy		Y	Contingent on animal refuse management		Motion Made	

Field of Honor (May)								
Item	Task/Milestone	Owner	Support	Status (R/Y/G)	Critical Path	Dependencies	Comments	Timing
1	Budget			TBD				
2	Order Extra Flags	All/Judy		N/A			20 extra	
3	Establish a backup plan if Field not ready	Judy/All	<b>Motioned to Move to Hill</b>	G				
4	Inventory Flags, Stanchions, etc	All	Will meet 6pm prior to May meeting	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	Establish May meeting	Y				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		In addition to Names	G			confirm state of boards	
10	<del>Are we taking donations ahead of day of: in person/online, etc.</del>			N/A			For Beautification	
11	Tagging of Flags (x)		grommet/laminate	N/A			<b>Moving to Single Board vs Multiple Tags</b>	February
12	Advertising of Event on Social Media, etc.		google advertising	N/A				April/May
13	Field of Honor Permit	Judy/All		Y				
14	Status of Field Sod Repair	Dave		N/A				
15	Microphone/Speakers for Closing Ceremony		Add to Permit	R				