



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners

Fund Development Committee

Wednesday, April 19, 2023 at 4:00 p.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT

Special Meeting Agenda

1. Call To Order
2. Acceptance of Meeting Minutes
 - a. January 18, 2023 Special Meeting Minutes

Documents:

[ATTACHMENT A.PDF](#)

3. Old Business
 - a. Status update on Dinner on the Diamond progress
 - b. Review and discuss strategy for final sponsorship and ticket sales
 - c. Review of event schedule and volunteer logistics
 - d. By Commissioners

Documents:

[ATTACHMENT B.PDF](#)

[ATTACHMENT C.PDF](#)

4. New Business
 - a. By Commissioners

5. Adjourn

Respectfully submitted,

Jazzya Coakley

Recording Secretary

Board of Park Commissioners



Board of Park Commissioners
Fund Development Committee
Wednesday, April 19, 2023 at 4:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Agenda

1) Call to Order

- a. Attendance

2) Acceptance of meeting minutes

- a. January 18, 2023 Special Meeting Minutes
Documents: Attachment A (Pgs. 2-3)

3) Public Participation

4) Old Business

- a. Status update on Dinner on the Diamond progress
- b. Review and discuss strategy for final sponsorship and ticket sales
Documents: Attachment B (Pg. 4)
- c. Review of event schedule and volunteer logistics
Documents: Attachment C (Pg. 5)
- d. By Commissioners

5) New Business

- a. By Commissioners

6) Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Fund Development Committee
Wednesday, January 18, 2023 at 4:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Minutes

1. Call to Order

- a. Chair Cynthia Donovan called the meeting to order at 4:04 p.m.
- b. Attendance

Present: Cynthia Donovan, Chair
Sandra Bogdanski, Commissioner
Emily Michaud, Commissioner

Erica Benoit, Community Engagement Coordinator
Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Bogdanski to accept the November 16, 2022 Special Meeting Minutes.
Seconded by: Commissioner Michaud, all in favor; motion carried.

3. Public Participation: None.

4. Old Business

- a. Community Engagement Coordinator Benoit provided updates regarding Dinner on the Diamond progress and action items for commissioners; discussion followed.
MOTION: Made by Commissioner Bogdanski to approve Ticket Option A. for the 2nd Annual Dinner on the Diamond Fundraiser.
Seconded by: Commissioner Michaud, all in favor; motion carried.
MOTION: Made by Commissioner Bogdanski to accept the Sponsor Packages as listed for the 2nd Annual Dinner on the Diamond Fundraiser.
Seconded by: Commissioner Michaud, all in favor; motion carried.
MOTION: Made by Commissioner Bogdanski to approve Southern Voice as the entertainment for the 2nd Annual Dinner on the Diamond Fundraiser, pending 42 Salute's response regarding availability and pricing.
Seconded by: Commissioner Michaud, all in favor; motion carried.
MOTION: Made by Commissioner Bogdanski to move forward with a Video Board for the 2nd Annual Dinner on the Diamond Fundraiser.
Seconded by: Chair Donovan, all in favor; motion carried.
MOTION: Made by Commissioner Bogdanski to continue conversations and conceptually approve a Recognition Piece for the 2nd Annual Dinner on the Diamond Fundraiser and refer to full Board of Park Commissioners for approval.
Seconded by: Chair Donovan, all in favor; motion carried.
- b. By Commissioners: None.

5. New Business

- a. Discuss was had on Commissioner Donovan's Silent Auction proposal with the option of including it in the 3rd Annual Dinner on the Diamond Fundraiser or to live as a separate entity.
- b. By Commissioners: None.

6. Adjourn

- a. **MOTION:** Made by Commissioner Bogdanski to adjourn the meeting at 5:00 p.m.
Seconded by: Commissioner Michaud, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

DRAFT

ATTACHMENT B

Sponsor Commitments

	Business/ Organization	Amount	Form of Payment	Date of Payment	Notes	Logos Received	# of attendees	Contact Information	
Gold	Boys and Girls Club of Bristol	\$ 5,500.00	N/A	N/A	Commitment Form Received: 1/24/23 No Payment - In Partnership with BBGC Gala Sponsorship Entered Into MyRec	Yes	8	Tamra Carlson	(860) 540-3100
	Primo Press / M&R Homecare	\$ 5,500.00	Check	2/7/2023	Commitment Form Received: 2/7/23 Payment Status - Check Received Entered Into MyRec	Yes	8	Scott Rosado	860-378-5513
Silver	ESPN	\$ 3,500.00	Check	3/29/2023	Commitment Form Received: 3/2/23 Payment Status - Check Sent to MSCF (Confirmed 3/29/23) To Be Entered Into MyRec	Yes	8	Don Brooks	
Bronze	BEST	\$ 2,200.00	P-Card		Commitment Form Received: 2/14/23 Payment Status - To Be Invoiced / Paid with PCard Entered Into MyRec - Unpaid Invoice	Yes	8	Michael Tingley	860-584- 5105
	D'Amato Construction Company	\$ 2,200.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec Follow up via Email	Yes	8	Sue Henne	860-583-3489
	Donovan	\$ 2,200.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec Follow up via Email	Yes	8	James Donovan	860-747-5745
Community Partner	Thomaston Savings Bank	\$ 950.00	Check	3/1/2023	Commitment Form Received: 2/16/23 Payment Status - Check Received 3/1/23 Entered Into MyRec	Yes	8	Cheryl Lindstrom	860-283-3449
	Wheeler Health	\$ 950.00	Check		Commitment Form Received: 2/17/23 Payment Status - Check being Mailed To Be Entered Into MyRec	Yes	8	John Sponauer	860-793-4450
	O'Brien Funeral Home	\$ 950.00	Check	2/21/2023	Commitment Form Received: 2/21/23 Payment Status - Check Received Entered Into MyRec	Yes	8	Tom O'Brien	860-583-7116
	Beekley Corporation	\$ 950.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec	Requested	8	Karin Copeland	860-584-4700 x473
	DK Movement Cares	\$ 950.00	Invoiced on 4/5/23		Commitment form Received: 4/4/23 Payment Status - To be Invoiced To Be Entered Into MyRec	Yes	8	Kelly Pacheco Houston	
	Bristol Democrats	\$ 950.00	Check		Email confirmation received 4/5/23 (Ellen Zoppo Sassu) Payment Status - Check to be Mailed To Be Entered Into MyRec	To Be Requested	8		
Event Supporter	Kompan	\$ 550.00	Invoiced on 2/8/23		Commitment Form Received: 2/8/23 Payment Status - Invoiced Entered Into MyRec	Requested	-	Summer Berube	860-705-8970
Program Ads	Lamothes Sugar House - Leonard Lamothe	\$110.00	Check	3/15/2023	Quarter Page (+ 1 Individual ticket for \$125.00) Commitment Form Received: Was Not Received Payment Status - Check Received for a total of \$235.00 To be Entered Into MyRec Artwork = Business Card Logo	Yes	-	Lenny Lamothe	860-675-5043
	Modern Mechanical	\$ 225.00	Check	4/4/2023	Full Page Ad Commitment Form Received Check and Commitment Form Received 4/4/23 Send Physical Thank You	Yes	-	Mitchell Buonafede	860-677-2222
	Mark Ziogas	\$ 110.00	Check	2/21/2023	Quarter Page Commitment Form Received: 2/21/23 Payment Status - Check Received & Entered Into MyRec Artwork = Business Card provided with Commitment Form	Yes	-	Mark Ziogas	860-589-4121
Misc. Donations	Cindy Donovan	\$ 600.00	Check	1/23/2023	Check by James D. Donovan (#5995) for \$600.00 received on 1/23/23. Entered Into MyRec & Deposited	N/A?	-	Cindy Donovan	
	Tollman Spring Co., Inc.	\$ 200.00	Check	3/1/2023	Check and Commitment Form Received 3/1/23	N/A	-	Lisa Barnes	860-583-1326
		\$ 28,595.00						96	
		\$ 23,095.00	= without BBGC \$						



SCHEDULE

2nd Annual Dinner on the Diamond

Saturday, May 13, 2023

5:00 PM	EVENT BEGINS - Guest Arrival Check In Passed Hors D'oeuvres Bar Opens Music Begins
5:15 PM	
5:30 PM	End Passed Hors D'oeuvres
5:45 PM	Guests Take Their Seat
6:00 PM	Welcoming Remarks & Video Board Salad Served
6:15 PM	Recognition & Sponsors Thanked & Acknowledged Pasta Served
6:30 PM	Dinner Served
6:45 PM	Recognition Concludes
7:00 PM	Dinner Service Continues Music Again Dessert Available
7:15 PM	
7:30 PM	Closing Remarks Final Thank Yous
7:45 PM	
8:00 PM	EVENT ENDS - Guest Departure

Sponsor Commitments

Business/ Organization		Amount	Form of Payment	Date of Payment	Notes	Logos Received	# of attendees	Contact Information		
Gold	Boys and Girls Club of Bristol	\$ 5,500.00	N/A	N/A	Commitment Form Received: 1/24/23 No Payment - In Partnership with BBGC Gala Sponsorship Entered Into MyRec	Yes	8	Tamra Carlson	tcarlson@bbgc.org	(860) 540-3100
	Primo Press / M&R Homecare	\$ 5,500.00	Check	2/7/2023	Commitment Form Received: 2/7/23 Payment Status - Check Received Entered Into MyRec	Yes	8	Scott Rosado	arosado@ctmrhomecare.com	860-378-5513
Silver	ESPN	\$ 3,500.00	Check	3/29/2023	Commitment Form Received: 3/2/23 Payment Status - Check Sent to MSCF (Confirmed 3/29/23) To Be Entered Into MyRec	Yes	8	Don Brooks	Donald.Brooks@espn.com	
Bronze	BEST	\$ 2,200.00	P-Card		Commitment Form Received: 2/14/23 Payment Status - To Be Invoiced / Paid with PCard Entered Into MyRec - Unpaid Invoice	Yes	8	Michael Tingley	michaeltingley@bristolct.gov	860-584- 5105
	D'Amato Construction Company	\$ 2,200.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec Follow up via Email	Yes	8	Sue Henne	shenne@damatoconstruction.com	860-583-3489
	Donovan	\$ 2,200.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec Follow up via Email	Yes	8	James Donovan	jdd@t-law.com	860-747-5745
Community Partner	Thomaston Savings Bank	\$ 950.00	Check	3/1/2023	Commitment Form Received: 2/16/23 Payment Status - Check Received 3/1/23 Entered Into MyRec	Yes	8	Cheryl Lindstrom	clindstrom@Thomastonsb.com	860-283-3449
	Wheeler Health	\$ 950.00	Check		Commitment Form Received: 2/17/23 Payment Status - Check being Mailed To Be Entered Into MyRec	Yes	8	John Sponauer	jsponauer@wheelerclinic.com	860-793-4450
	O'Brien Funeral Home	\$ 950.00	Check	2/21/2023	Commitment Form Received: 2/21/23 Payment Status - Check Received Entered Into MyRec	Yes	8	Tom O'Brien	Tom.OBrien@obrien-funeralhome.com tobrien@carriageservices.com	860-583-7116
	Beekley Corporation	\$ 950.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec	Requested	8	Karin Copeland	kcopeland@beekley.com	860-584-4700 x473
	DK Movement Cares	\$ 950.00	Invoiced on 4/5/23		Commitment form Received: 4/4/23 Payment Status - To be Invoiced To Be Entered Into MyRec	Yes	8	Kelly Pacheco Houston	dkcares@dkmovementcares.org	
	Bristol Democrats	\$ 950.00	Check		Email confirmation received 4/5/23 (Ellen Zoppo Sassu) Payment Status - Check to be Mailed To Be Entered Into MyRec	To Be Requested	8			
Event Supporter	Kompan	\$ 550.00	Invoiced on 2/8/23		Commitment Form Received: 2/8/23 Payment Status - Invoiced Entered Into MyRec	Requested	-	Summer Berube	SumBer@Kompan.com	860-705-8970
Program Ads	Lamothes Sugar House - Leonard Lamothe	\$110.00	Check	3/15/2023	Quarter Page (+ 1 Individual ticket for \$125.00) Commitment Form Received: Was Not Received Payment Status - Check Received for a total of \$235.00 To be Entered Into MyRec Artwork = Business Card Logo	Yes	-	Lenny Lamothe	lamothesugarhouse@gmail.com	860-675-5043
	Modern Mechanical	\$ 225.00	Check	4/4/2023	Full Page Ad Commitment Form Received Check and Commitment Form Received 4/4/23 Send Physical Thank You	Yes	-	Mitchell Buonafede	mbuonafede@modernmech.com	860-677-2222
	Mark Ziogas	\$ 110.00	Check	2/21/2023	Quarter Page Commitment Form Received: 2/21/23 Payment Status - Check Received & Entered Into MyRec Artwork = Business Card provided with Commitment Form	Yes	-	Mark Ziogas	mziogas@csmzllc.com	860-589-4121
Misc. Donations	Cindy Donovan	\$ 600.00	Check	1/23/2023	Check by James D. Donovan (#5995) for \$600.00 received on 1/23/23. Entered Into MyRec & Deposited	N/A?	-	Cindy Donovan	jd2cd@att.net	
	Tollman Spring Co., Inc.	\$ 200.00	Check	3/1/2023	Check and Commitment Form Received 3/1/23	N/A	-	Lisa Barnes		860-583-1326
		\$ 28,595.00						96		

\$ 23,095.00 = without BBGC \$

Sponsor Commitments

	Business/ Organization	Amount	Form of Payment	Date of Payment	Notes	Logos Received	# of attendees	Contact Information	
Gold	Boys and Girls Club of Bristol	\$ 5,500.00	N/A	N/A	Commitment Form Received: 1/24/23 No Payment - In Partnership with BBGC Gala Sponsorship Entered Into MyRec	Yes	8	Tamra Carlson tcarlson@bbgc.org	(860) 540-3100
	Primo Press / M&R Homecare	\$ 5,500.00	Check	2/7/2023	Commitment Form Received: 2/7/23 Payment Status - Check Received Entered Into MyRec	Yes	8	Scott Rosado arosado@ctmrhomecare.com	860-378-5513
Silver	ESPN	\$ 3,500.00	Check	3/29/2023	Commitment Form Received: 3/2/23 Payment Status - Check Sent to MSCF (Confirmed 3/29/23) To Be Entered Into MyRec	Yes	8	Don Brooks Donald.Brooks@espn.com	
Bronze	BEST	\$ 2,200.00	P-Card		Commitment Form Received: 2/14/23 Payment Status - To Be Invoiced / Paid with PCard Entered Into MyRec - Unpaid Invoice	Yes	8	Michael Tingley michaeltingley@bristolct.gov	860-584- 5105
	D'Amato Construction Company	\$ 2,200.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec Follow up via Email	Yes	8	Sue Henne shenne@damatoconstruction.com	860-583-3489
	Donovan	\$ 2,200.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec Follow up via Email	Yes	8	James Donovan jdd@t-law.com	860-747-5745
Community Partner	Thomaston Savings Bank	\$ 950.00	Check	3/1/2023	Commitment Form Received: 2/16/23 Payment Status - Check Received 3/1/23 Entered Into MyRec	Yes	8	Cheryl Lindstrom clindstrom@Thomastonsb.com	860-283-3449
	Wheeler Health	\$ 950.00	Check		Commitment Form Received: 2/17/23 Payment Status - Check being Mailed To Be Entered Into MyRec	Yes	8	John Sponauer jsponauer@wheelerclinic.com	860-793-4450
	O'Brien Funeral Home	\$ 950.00	Check	2/21/2023	Commitment Form Received: 2/21/23 Payment Status - Check Received Entered Into MyRec	Yes	8	Tom O'Brien Tom.OBrien@obrien-funeralhome.com tobrien@carriageservices.com	860-583-7116
	Beekley Corporation	\$ 950.00	Check	3/1/2023	Commitment Form Received: 3/1/23 Payment Status - Check Received 3/1/23 Entered Into MyRec	Requested	8	Karin Copeland kcopeland@beekley.com	860-584-4700 x473
	DK Movement Cares	\$ 950.00	Invoiced on 4/5/23		Commitment form Received: 4/4/23 Payment Status - To be Invoiced To Be Entered Into MyRec	Yes	8	Kelly Pacheco Houston dkcares@dkmovementcares.org	
	Bristol Democrats	\$ 950.00	Check		Email confirmation received 4/5/23 (Ellen Zoppo Sassu) Payment Status - Check to be Mailed To Be Entered Into MyRec	To Be Requested	8		
Event Supporter	Kompan	\$ 550.00	Invoiced on 2/8/23		Commitment Form Received: 2/8/23 Payment Status - Invoiced Entered Into MyRec	Requested	-	Summer Berube SumBer@Kompan.com	860-705-8970
Program Ads	Lamothes Sugar House - Leonard Lamothe	\$110.00	Check	3/15/2023	Quarter Page (+ 1 Individual ticket for \$125.00) Commitment Form Received: Was Not Received Payment Status - Check Received for a total of \$235.00 To be Entered Into MyRec Artwork = Business Card Logo	Yes	-	Lenny Lamothe lamothesugarhouse@gmail.com	860-675-5043
	Modern Mechanical	\$ 225.00	Check	4/4/2023	Full Page Ad Commitment Form Received Check and Commitment Form Received 4/4/23 Send Physical Thank You	Yes	-	Mitchell Buonafede mbuonafede@modernmech.com	860-677-2222
	Mark Ziogas	\$ 110.00	Check	2/21/2023	Quarter Page Commitment Form Received: 2/21/23 Payment Status - Check Received & Entered Into MyRec Artwork = Business Card provided with Commitment Form	Yes	-	Mark Ziogas mziogas@csmzllc.com	860-589-4121
Misc. Donations	Cindy Donovan	\$ 600.00	Check	1/23/2023	Check by James D. Donovan (#5995) for \$600.00 received on 1/23/23. Entered Into MyRec & Deposited	N/A?	-	Cindy Donovan jd2cd@att.net	
	Tollman Spring Co., Inc.	\$ 200.00	Check	3/1/2023	Check and Commitment Form Received 3/1/23	N/A	-	Lisa Barnes	860-583-1326
		\$ 28,595.00					96		

\$ 23,095.00 = without BBGC \$