



Duck Race Transition Task Force
Wednesday, May 4, 2022 at 12:00 p.m.
Via Zoom
Special Meeting Minutes

1. Call to order

- a. Arts & Culture Supervisor Lauren Imholte called the meeting to order at 12:03 p.m.
- b. Attendance

Present: Andrea Adams, City Arts & Culture Commissioner
Dee Babkirk, Advisory Member
Katie D'Agostino, Advisory Member
Dawn Nielsen, Advisory Member
Cheryl Thibeault, City Council Liaison

Lauren Imholte, Arts & Culture Supervisor

2. New Business

- a. Supervisor Imholte and Task Force reviewed the Logistics of the Duck Race:
 - i. Date: Confirmed for October 2, 2022 with tentative launch time of 2 p.m.
 - ii. Permits: Transfer from Chamber to City Arts & Culture Commission process will need to be done.
 - iii. Map – Police and Public maps: Discuss streets and fees with police department.
 - iv. Ticket Sales Date: In correlation with permit logistics.
 - v. Organize Ducks: Set up volunteer duck sorting dates tentative for June or July.
MOTION: Made by Advisory Member D'Agostino to accept Duck Race logistics.
Seconded by: Council Member Thibeault, all in favor; motion carried.
- b. Supervisor Imholte and the Task Force discussed the Partnerships of the Duck Race:
 - i. Farmington Valley Trout Club confirmed for 10/2 date
 - ii. Priority Partners Include:
 - BCHS
 - Bristol Exchange Club
 - Ivy Drive PTA
 - Stafford Elementary School
 - United Way**MOTION:** Made by Advisory Member Nielsen to implement the purchase of 50 tickets minimum for priority partners.
Seconded by: Commissioner Adams, all in favor; motion carried.
- c. Supervisor Imholte and the Task Force discussed Prizes.
MOTION: Made by Council Member Thibeault for the Chamber to donate the 1st place prize.

Seconded by: Advisory Member Nielsen, all in favor; motion carried.

- d. Supervisor Imholte and the Task Force discussed Vendors.
- e. Supervisor Imholte and the Task Force discussed Sponsors.
- f. Supervisor Imholte and the Task Force discussed Volunteer Groups.
- g. Supervisor Imholte and the Task Force discussed Sales Locations.
- h. By Commissioners: None.

3. Adjourn

- a. **MOTION:** Made by Commissioner Adams to adjourn the meeting at 12:50 p.m.
Seconded by: Council Member Thibeault, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
City Arts & Culture Commission