



Board of Park Commissioners
Fund Development Committee
Monday, May 9, 2022 at 3:30 p.m.
Youth and Community Services – 51 High Street
Special Meeting Agenda

1) Call to Order

- a. Attendance

2) Acceptance of meeting minutes

- a. February 11th, 2022 Special Meeting Minutes
Documents: Attachment A (Pgs. 2-3)

3) Old Business

- a. Review Status of the Dinner on the Diamond Fundraiser
Documents: Attachment B (Pgs. 4-5)
- b. Update on Fundraising Strategy (strategic plan objective 12a)
- c. Review the alternative funding sources and resources master grid and take any action as necessary
- d. By Commissioners

4) New Business

- a. Review draft of private-public partnerships master grid (strategic plan objective 6c)
- b. By Commissioners

6) Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Fund Development Committee
Friday, February 11th, 2022 at 3:00 p.m.
Youth and Community Services – 51 High Street
Special Meeting Minutes

1) Call to Order

- a. Chair Paul O'Keefe called the meeting to order at 3:02 p.m.
- b. Attendance

Present: Paula O'Keefe, Chair
Sandy Bogdanski, Commissioner
Cindy Donovan, 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 Events Planning Committee September 29th, 2021 Special Meeting Minutes.
Seconded by: Commissioner Donovan, all in favor; motion carried.

3) Old Business

- a. By Commissioners: None.

4) New Business

- a. The Fund Development Committee discussed a marketing plan as the first priority for Strategic Plan goals.
- b. Community Engagement Coordinator Erica Benoit proposed the Fundraising Strategy for FY 23.
Discussion followed.
MOTION: Made by Commissioner Bogdanski to accept the Friends of Bristol Parks and Recreation Fund Goals.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- c. Community Engagement Coordinator Benoit presented an overview of Dinner on the Diamond Fundraiser. Discussion followed.
- d. By Commissioners: None

5) Other Business

- a. By Commissioners:
 - i. Commissioner Bogdanski also a member of the Diversity Council proposed partnering with BPRYCS and/or City Arts & Culture Commission and tabling together at the Cultural Festival in August.

6) Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn the meeting at 4:21 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

ATTACHMENT A

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

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ATTACHMENT B

PROJECTIONS
as of 5/6/22 @ 9:30 am
Dinner on the Diamond Fundraiser

PACKAGE	# of People Associated	Sale Price	Expenses	Available Revenue	QTY Estimated	Projected Net Revenue	Projected # of People	Notes
HEAVY HITTER TICKETS	1	\$ 95.00	\$ 59.70	\$ 35.30		\$ -		
MVP COUPLE TICKETS	2	\$ 160.00	\$ 119.40	\$ 40.60	5	\$ 203.00	10	
ALL-STAR TABLE TICKETS	6	\$ 475.00	\$ 358.20	\$ 116.80	8	\$ 934.40	48	(4) Secured/Confirmed* - Expected: (2) from council, (1) from Cindy
GRAND SLAM SPONSOR	16	\$ 7,500.00	\$ 955.20	\$ 6,544.80		\$ -		Costs do not include plaque
HOME RUN SPONSOR	8	\$ 5,000.00	\$ 477.60	\$ 4,522.40		\$ -		
BASES LOADED SPONSOR	8	\$ 3,000.00	\$ 477.60	\$ 2,522.40		\$ -		
GIFT BAG SPONSOR	4	\$ 1,500.00	\$ 238.80	\$ 1,261.20		\$ -		
ENTERTAINMENT SPONSOR	4	\$ 1,300.00	\$ 238.80	\$ 1,061.20	1	\$ 1,061.20	4	Thomaston Savings Bank
DÉCOR SPONSOR	2	\$ 1,000.00	\$ 119.40	\$ 880.60		\$ -		
PROGRAM BOOK SPONSOR	2	\$ 800.00	\$ 119.40	\$ 680.60	1	\$ 680.60	2	D'Amato
INSIDE BACK COVER - ADVERTISEMENT		\$ 400.00	\$ -	\$ 400.00		\$ -		
INSIDE FRONT COVER - ADVERTISEMENT		\$ 350.00	\$ -	\$ 350.00		\$ -		
FULL PAGE - ADVERTISEMENT		\$ 300.00	\$ -	\$ 300.00	1	\$ 300.00		Chamber of Commerce
HALF PAGE - ADVERTISEMENT		\$ 250.00	\$ -	\$ 250.00		\$ -		
1/4 PAGE - ADVERTISEMENT		\$ 100.00	\$ -	\$ 100.00		\$ -		
1/8 PAGE - ADVERTISEMENT		\$ 75.00	\$ -	\$ 75.00	1	\$ 75.00		United Way
LIQUOR LICENSE - CATERING		\$ -	\$ 200.00	\$ (200.00)	1	\$ (200.00)		
SERVICE CHARGE PP - CATERING		\$ -	\$ 14.53	\$ (14.53)	64	\$ (929.92)		ADDED
TABLES - RENTALS		\$ -	\$ 11.00	\$ (11.00)	10	\$ (110.00)		
CHAIRS - RENTALS		\$ -	\$ 2.25	\$ (2.25)		\$ -		Chairs needed if #'s surpass 60
STANCHIONS - RENTALS		\$ -	\$ 5.30	\$ (5.30)		\$ -		(40) Originally estimated for full 200 person event
ENTERTAINMENT		\$ -	\$ 500.00	\$ (500.00)	1	\$ (500.00)		Max budgeted
		\$ 22,305.00	\$ 3,897.18	\$ 18,407.82		\$ 1,514.28	64	

Tables Confirmed:

- Bristol Firefighters 773
- Bristol Boys and Girls Club
- The Mayor
- BPRYCS Staff
- Erica's Family

ATTACHMENT B

Supplier	Package	Description	Unit Price	QTY	Sub-Total
Greenhouse Tavern & Café (includes staffing/serving)	Bar	Beer and Wine	\$ 10.00	1	\$ 10.00
	Passed Hors D'oeuvre	Selection of (3) Items: - <i>Steak Crostini *</i> - <i>Thai Chicken Skewers *</i> - <i>Stuffed Mushrooms *</i>	\$ 10.00	1	\$ 10.00
	Stationary Plater	Selection of (1) Platter - <i>Charcuterie *</i>	\$ 3.00		\$ -
	Buffet Package	Selection of (1) <i>Plated</i> Salad - <i>Tavern Salad *</i> Selection of (1) <i>Plated</i> Pasta - <i>Penne Ala Vodka*</i> Selection of (2) <i>Buffet Style</i> Entrees - <i>Chicken Piccata *</i> - <i>Baked Cod *</i> Selection of (2) <i>Buffet Style</i> Starch & Vegetables - <i>Red Bliss Potatoes *</i> - <i>Roasted Vegetable Medley *</i>	\$ 29.95	1	\$ 29.95
	Table Settings	Includes: - Dinnerware - Flatware - Glasses - Napkins - Tablecloths	\$ 9.75	1	\$ 9.75
	Fees	Sales Tax	\$ 4.61	1	\$ 3.79
		Service Charge	\$ 14.53	1	\$ 14.53
Per Person:					\$ 78.02
Greenhouse Tavern & Café (includes staffing/serving)	Bar	Bar Set-Up and Permit	\$ 200.00	1	\$ 200.00
CT Rental Center	Rentals	Tables - 60" Rounds (Seats 8)	\$ 11.00	10	\$ 110.00
		Tables - 48" Rounds (Seats 6)	\$ 11.00		
		Chairs - White Garden Chair w/ padded seat	\$ 4.00		\$ -
		Chairs - Fiberglass White Folding Chair	\$ 2.25		\$ -
		Stanchions	\$ 5.30		\$ -
Cajun Ray and the Steamers	Entertainment	Band	\$ 500.00	1	\$ 500.00
Additional Costs:					\$ 810.00
Miscellaneous Supplies	Gift Bags	Bags			\$ -
		Sticker Paper			\$ -
	Program	Printing			\$ -
Miscellaneous Costs:					\$ -
					\$ 1,620.00