



MINUTES: Chester County A250PA Commission Monthly Meeting  
Hybrid – Chester County Government Services Center, Room 171

March 5, 2026

MEMBERS PRESENT IN PERSON: Jane Dorchester, Beverly Sheppard, Mark Slouf

MEMBERS PRESENT VIA ZOOM: Sam Bissenbina, MarySue Boyle, James Christ, Jennifer Green, Susan Hamley, Larycia Hawkins, Tim Hennessey, Conor Hepp, Michelle Kichline, Laura Manion, MaryFrances McGarrity, Winifred Moran Sebastian, Krystine Sipple, Bruce Mowday, John Reynolds, Randell Spackman, Dr. tonya thames-taylor (T3), Robert Williams

COMMUNITY PARTNERS PRESENT IN PERSON: None

COMMUNITY PARTNERS PRESENT VIA ZOOM: Karen Simmons (CCCF)

CCPC STAFF PRESENT IN PERSON: Matt Edmond, David Blackburn, Carol Stauffer, Bronwen Barnett, Jeannine Speirs, Gene Huller

CCPC STAFF PRESENT VIA ZOOM: None

VISITORS PRESENT IN PERSON: None

VISITORS PRESENT VIA ZOOM: Deb Leach of Commissioner Moskowitz's office and April Nickel of Chester County Library

CALL TO ORDER:

The regular monthly meeting of the Chester County A250PA Commission held in person at the Chester County Government Services Center and via Zoom audio/video on Thursday, March 5, 2026, was called to order at 4:03 P.M. by Michelle Kichline, Chair.

PUBLIC COMMENT: None

CONSENT AGENDA:

A MOTION TO APPROVE THE CONSENT AGENDA WAS MADE BY MARYFRANCES MCGARRITY, SECONDED BY MARY SUE BOYLE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

THE CONSENT AGENDA INCLUDED: APPROVAL OF THE MINUTES FOR FEBRUARY 5, 2026, MEETING OF THE CHESTER COUNTY A250PA COMMISSION.

## FINANCIAL UPDATE

- Matt Edmond presented a snapshot of the America250 Chester County Commission Charitable Fund (CC250) showing donations to date.
- Matt then presented a new financial reporting template created by Bronwen Barnett of the Planning Commission, which tracks revenues, budget allocations, and expenditures across different funds.

## COMMITTEE REPORTS, PLANS & BUDGETS

### Heritage Sites Committee – Mark Slouf

- Mark Slouf, Chair, reported that the RFP for kiosk installations has been completed and is being reviewed by DCED and the Chester County Procurement office, who is additionally working with Matt on some adjustments to the RFP.
- A dual-party agreement has been drafted which will serve as the contract between the County and the individual sites on the kiosks; this is under review by the Chester County solicitors office and will be considered a living document with additional refinements depending on the site particulars and other considerations.
- Construction of the kiosks is to begin late 2026 and completed in 2027. As we are accepting money from the County and the State, the approval process is lengthier than if funds were from the private sector.
- Mark has drafted a general outline for implementation of the kiosks that will also transition to a structural document of the overall Heritage Interpretive Network. This is under review by the Committee and CCPC staff, and Mark plans to present at the April 2<sup>nd</sup> meeting. This document may also serve as a fundraising tool.

### Education Committee –Beverly Sheppard

- The Committee is not asking for funds currently.
- A current project is determining channels for distributing educational materials to homeschoolers. Staff at the Cupola Academy have suggested using websites rather than printed materials for homeschoolers.
- The Founding Forward organization in Phoenixville (Valley Forge Chapter) offers educational programs and tours for students, teachers, and citizens. Randell Spackman has been speaking with them on possibly partnering with the Commission on programs for the 250<sup>th</sup>. They are also involved with the upcoming Naturalization Day in Chester County.

### Marketing and Communication Committee – Jane Dorchester

- Articles on the monthly themes are being submitted for publishing on the website.
- Jane presented a chart detailing the promotional materials (SWAG) budget for the MarCom Committee, which include stickers, magnets and lapel pins.
  - A decision was made to use one design for the stickers instead of three different designs to save money.
  - They also discussed distribution methods for the lapel pins, as they are the most expensive item. Commissioners may want to have them “in their pockets” to distribute to folks they meet, and a suggestion was that they

- pins should be available April 9th at the Brandywine Valley Partner event at the History Center.
  - The group agreed to proceed with ordering 5,000 stickers (\$700), 2,500 magnets (\$1,500) and 1,000 lapel pins (\$1,390) with Jane aiming to place the order as soon as possible to meet the April 9th deadline.
- A MOTION TO APPROVE THE MARCOM PROMOTIONAL MATERIALS (SWAG) BUDGET OF \$3,590.00 WAS MADE BY BEVERLY SHEPPARD, SECONDED BY MARY SUE BOYLE, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Fundraising Committee – Winifred Moran Sebastian

- The Committee has been waiting for direction/selection on items - including costs and other particulars - for which to fundraise. Specifics need to be determined on asks and the benefits being provided to sponsors/donors.
- Commission members should email ideas for events and Chester County companies that may be interested in sponsorships or donations to CC250 to the Fundraising Committee members (the four officers plus Tim Hennessey).
- A higher quality tote bag – or other premium item - could be a thank you gift for a donation or sponsorship level.
- The DONATE button on our website continues to be linked to the Fund at the CCCF until the new fund has been created and approved by the County.
- A discussion ensued about local printers donating the stickers and/or magnets, but as the MarCom Committee is ready to order the items in time for April events around the county, it was decided that asking for a donation/sponsorship would be the approach for a second run of items and/or for other expenses.

Partnerships Committee – Randell Spackman

- Randall reported progress on the website volunteer recruitment system, with organizations already submitting requests for event volunteers.
- The Chester County Association of Township Officials (CCATO) has offered to assist with the distribution of flags to municipalities. Randell proposed that an idea sheet could be created to include with the flags that could provide municipalities ideas on flag raising events, media posts, etc. He additionally suggested handheld flags be created to give to libraries as an incentive/giveaway for youth to learn about the 250<sup>th</sup>.
- The costs/quotes for producing the flags were presented by David Blackburn, and the Commission agreed to proceed with ordering 100 of outdoor 4x6 flags to provide one to all 73 municipalities and have extras for indoor use at various locations such as libraries, History Center, historical sites, etc.
- The goal is to distribute the flags prior to Memorial Day.
- Donor funding – if available – could be used to support the cost.
- A MOTION TO APPROVE THE PURCHASE OF 100 4X6 OUTDOOR FLAGS FROM COLONIAL FLAG COMPANY WAS MADE BY MARY SUE BOYLE,

SECONDED BY JIM CHRIST, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

#### Technology Committee – Sam Bissenbina

- The website has been updated with new functionality, including submenus and a page for news updates & stories.
- The Volunteer page will be available next week.

#### A250PA CHESTER COUNTY (CC250) BUSINESS

- Michelle Kichline and Matt Edmond reminded the Commission about the requirement to fill out the State of PA Ethics form for 2025. They are due May 1<sup>st</sup>, and so we request them to be completed and emailed to Nancy Shields by end of April.

#### PARTNER WORK UPDATES

##### Chester County Planning Commission

- Jeannine Speirs has met with Communication Director Andrew Kreider and his team to work on the revised outline of the Video Time Capsule. The project team meetings will now be monthly. A decision was made that the video be made in-house rather than using an outside entity.
- A subcommittee is being created for the content review of the HIN brochure. One member each from the MarCom and Heritage Sites committees will be included, as well as Jeannine, Cliff Parker from CC Archives, Elle Steinman from CCP. First order of business is wording consistency for the Heritage themes within the brochure and this consistency will extend to the themes content on the website, travelling exhibit, and the marketing for the Heritage Interpretive Network.
- The travelling exhibit is now fully booked, but if there is interest for a daylong event or a short period of time, requests should go to [ccarchives@chesco.org](mailto:ccarchives@chesco.org). If demand continues to increase, an additional exhibit set may be created.
- West Chester University is creating an exhibit, Becoming America in West Chester, opening at the end of April in the old library. It is a student project part of the WCU 250. Along with the History Center project and the travelling exhibit, there is an opportunity to link all three exhibits together later this year and into 2027 for promotion purposes.

##### Community Partners

- Chester County Community Foundation – Karen Simmons reported on the current activities and efforts of the Foundation and the Friends of A250, notably the volume of events (257) listed on their website, the upcoming Bells Across PA unveiling on April 30 and a potential Dare to Declare reading at this same event.
- Costs of producing and displaying street banners in West Chester were discussed. The CCCF has reserved aerial space with the borough on behalf of the Commission and is seeking to coordinate with CC250 on potential banners. Any design would require approval from the borough of West Chester and must be produced by Goshen Signs. The Commission will discuss and determine next

steps, and the reservation will stay in place until the end of April pending our decision.

- The History Center is moving forward with speaker series, podcasts, a Philadelphia campaign outdoor cannon display and new walking tours.

#### NEW BUSINESS

- The team for the Keep Chester County Beautiful program will be crafting a “invitation to participate” communication email and attachment that will be sent to all Commission members. This can be used to then send to members’ connections at municipalities to promote involvement with the program.
- There are three major 250 themed events that staff at CCPC are working on and/or helping to promote:
  - April 30<sup>th</sup> -- unveiling of Chester County Bell with the kickoff of our town tours.
  - Naturalization ceremony June 26<sup>th</sup>
  - Brandywine Valley Symphony performance June 25<sup>th</sup> at Longwood Gardens.
- Karen Simmons informed the group that several organizations have requested Declaration of Independence handouts for their events, including the Symphony, who is planning a Dare to Declare prior to their performance. Approximately 6,000 handouts will be needed, and Karen offered to send the potential joint logo design for consideration / approval if the Commission wanted to subsidize a portion of the handouts.

THERE BEING NO FURTHER BUSINESS, A MOTION TO ADJOURN AT 5:49 PM WAS MADE BY JANE DORCHESTER, SECONDED BY MARK SLOUF, AND PASSED BY UNANIMOUS VOTE OF THE COMMISSION.

Respectfully submitted,



MaryFrances McGarrity, Secretary  
Chester County A250PA Commission

MM/brb