

CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **2nd Floor Conference Room, City Hall**
Meeting Date: **Thursday, October 22, 2020**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 10/22/20	Meeting Chair: Kevin McEneaney	Vice Chair: Sam Allen	Minutes Taken By: Nicole Desjarlais-Paulick
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Key Agenda Items: Non-profit, flag redesign, Green Dot project

Attendees: K. McEneaney, N. Desjarlais-Paulick, A. Galt, S. Allen, E. Worboys Burr, C. Beaudoin, R. Carrier, T. Massingham, A. Carter, K. Weston, Z. Koehler, K. Morrison, D. Ballok, K. Morrison

Excused: G. Eaton

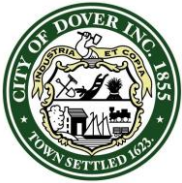
Unexcused:

Guests:

Date	Milestone

Action Items	Owner	Update Due
1. Plan for January-June 2021 Events	A. Galt, C. Beaudoin	11/12/20
2. Vendor quotes on "Green Dot" plaques	N. Desjarlais, Z. Koehler	10/22/20
3. Latest updated donation lists from Finance	K. Morrison	10/22/20
4. Inventory of merchandise with legacy logo	K. Weston	9/24/20

Meeting Convened: 6:00pm by K. McEneaney



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Citizen Forum: No one present

Approval of September Minutes: Approved unanimously

Green Dot Project (Z. Koehler and N. Desjarlais)

- Presentation by Z. Koehler
- Ties in with the 2021 focus on Dover history
- Dover400 to come up with a list of places where having these might be valuable
- Who maintains the registry of QR codes?
 - For now, us on the Dover400 website
 - In the future we will be redirecting the associated URL to the correct page on the Library website, should the library decide to partner with us
- Suggestions:
 - Take out the 400th Anniversary Commemoration line and replace with the date of the event or "Dover400"
 - Change the three block logo to all green/white
 - Fewer words for the historical information
 - Leverage as a fundraiser?
 - Include QR codes in the walking tour books
- Project Management team is running with this in terms of organization
- Request the everyone think of places where these plaques could be valuable
- Tie in to the walking tours that Cathy and Andy are redoing
- N. Desjarlais and Z. Koehler to get quotes from vendors

Flag Redesign Update (Z. Koehler)

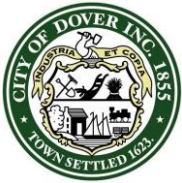
- Z. Koehler met with City Manager Mike Joyal and Mayor Bob Carrier; Mike Joyal thinks the idea is good and should go to city council for approval to work on redesigning the city flag
- Voting process will be defined by the selection committee
- Motion to allow Z. Koehler to present at city council: unanimously approved

Subcommittee Reports

- Fundraising Report:
 - Major concern around how much money we have and what our expenditures are
 - Suggestion to try RallyUp.com, K. Weston to discuss further with the company and bring more information to a future meeting
 - Plan for fundraising and business outreach, starting with car dealerships
 - K. Weston going to reach out to potential large donors
 - Hertz rental car: donate a used car for auction?
 - Committee is being tasked with creating an overall plan for fundraising, creation of a formal presentation that can be used for discussions around fundraising
 - If anyone has reached out to anyone for donations please send that information to the committee distribution list
- StoryCorps effort: please read Elizabeth's email!
- Bob has been doing outreach for the community relations group, would like to start getting flyers/posters up in the community

General Discussion

- Paperwork was filed with the AG's Charitable Trust arm; Paula DePlanche is working on the IRS



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- Everyone must reply to emails, put in effort on subcommittees, and being committing to progress on the Dover400
- C. Beaudoin and A. Galt: put together a plan for the first 3-6 months of 2021, to be delivered in advance of the next committee meeting
- Current balance: \$93,400.
- S. Allen met with ForwardMerch; we're going to identify items and get the sale up and running
 - K. Morrison: lots of questions about hoodies
 - 100 masks are being made and will be able to be distributed to visible community figures for free
 - S. Allen is looking into nice embroidered fleece for committee members
- S. Allen contacted Hampshire Pewter re: keychains

Next Meeting: November 12, 2020

Meeting adjourned 7:08pm