

CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
 Meeting Location: **2nd Floor Conference Room, City Hall**
 Meeting Date: **Thursday, November 12, 2020**
 Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 11/12/20	Meeting Chair: Kevin McEneaney	Vice Chair: Sam Allen	Minutes Taken By: Nicole Desjarlais-Paulick
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Key Agenda Items: Non-profit, merchandise, 2021 events,

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

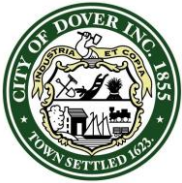
Excused: S. Allen, R. Carrier

Unexcused:

Guests:

Date	Milestone

Action Items	Owner	Update Due
1. Bring in inventory of merchandise with legacy logo	K. Weston	12/10/20
2. Latest financial statement	K. Morrison	12/10/20
3. Launching ForwardMerch online store	S. Allen/N. Desjarlais	12/10/20
4. Plaque designs/vote by email before December meeting	Z. Koehler/N. Desjarlais	11/30/20
5. Plaque costs/quotes for volumes of plaques	Z. Koehler/N. Desjarlais	12/10/20
6. Media/Advertising for lectures, January is booked	An. Carter	12/10/20



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Meeting Convened: 6:00pm by K. McEneaney

Citizen Forum: No one present

Approval of October Minutes: Approved unanimously

Non-Profit Update

- Paperwork was filed with the AG's office, completed. Certificate will be sent to K. McEneaney
- Fundraising can begin and funds deposited in the First Seacoast account
- IRS has 180 days to respond to the Form 1023 filing; any fundraising done before the 501(c)(3) needs to be disclosed to donors that we do not yet have a nonprofit certificate and it may not be tax deductible. Once the 501(c)(3) is confirmed by the IRS, all donations will be retroactively tax deductible.
- Committee would like to proceed with setting up a store; N. Desjarlais to contact S. Allen

Green Dot Locations for Plaques

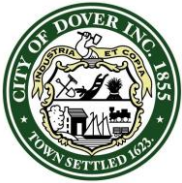
- Cathy put together a list; all houses and buildings that qualify for historical status; houses after the Civil War were not included, but properties might need to be chosen selectively (such as the neighborhood at Summer and Elm)
- City-maintained cemeteries are able to be included; private cemeteries are harder to find and may not be feasible to include in any sort of signage
- Strategy: begin with the city buildings, nonprofits (Woodman, Friends Meetinghouse, First Parish Church) then reach out to private homes/properties
- Contacting private owners should be done by formal letter (letterhead needs to be designed)
- QR codes to live within the library site instead of the Dover400 site; this will ensure that it will last after 2023 with less data conversion

2021 Events

- All events will be planned for the second Tuesday of each month at 6pm
- January, David Miller (confirmed): discussing Indigenous People of the Piscataqua Watershed (life before the settlers)
- February, working to engage Paul and Denise Pouliot to discuss Cocheco Massacre, perspective on history from Native Americans
- March, working to get a lecture from Megan Howey who led the archaeology work on Dover Point
- April, Revolutionary War topic, possibly Dr. Jeremy Belknap?
- May, Cathy's lecture on cotton mills
- June, Railroads?
- July, Civil War talk, Paul Timmerman
- August, Dover as a shipping port, importance of waterways, Dover's Black Day in 1896
- September, Founding of the Woodman Museum/Treasures of the Woodman Museum
- October, 20th century history?
- November, Dover in the World Wars, Joseph McConnell (Korean War)
- December, How to Trace the History of Your Dover House by Cathy
- Paul Timmerman would like to participate in any Revolutionary War or Civil War events; includes reenactments and cannon firing (2 separate groups of people per war)
- Committee needs to obtain a RingCentral account in order to hold events; Mike Gillis can set this up

PM Team Report

- Jackets
 - Logo and sleeve would be embroidered



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- Proposal that we should pay for our own jackets: approved
- N. Desjarlais to poll the committee for paying for jackets, sizes and colors
- Add "Board" underneath the logo, remove CMTE from the sleeve
- Ask about a smaller round logo on the sleeve
- Ornament sales online
 - Orders to be taken by email, 400dover@gmail.com
 - N. Desjarlais to handle mail orders
 - N. Desjarlais to contact City Clerk, Library to get current inventory before ordering more
 - **50 should be set aside to be part of the 2023 sets**
 - Motion to order 100 additional ornaments (K. Weston), seconded (G. Eaton), K. Morrison (Aye), A. Carter (Aye), D. Ballok (Aye), A. Galt (Aye), Z. Koehler (Aye), C. Beaudoin (Aye), T. Massingham (Aye), K. McEneaney (Aye)

Fundraising Committee

- RallyUp.com information: free option, nonprofit gets 100% of the donations after management costs
- Fundraisers can run as long as the nonprofit would like
- K. Weston to send out documents from the RallyUp.com people for committee review; add to December agenda for discussion. All information can be found at RallyUp.com
- G. Eaton has been reaching out to Auto dealerships, will follow-up
- D. Ballok is still waiting to hear regarding the car donation
- D. Ballok has information on fundraising from grocery stores in town, needs forms etc
- Subcommittee to provide a comprehensive list for each category of fundraising businesses for next meeting

General Discussion

- None

Next Meeting: December 10, 2020, 6:00pm

Meeting adjourned, 7:05pm