



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **2nd Floor Conference Room, City Hall**
Meeting Date: **Thursday, December 10, 2020**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 12/10/20	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, C. Beaudoin, Z. Koehler, K. Morrison, D. Ballok, R. Carrier

Excused: T. Massingham, G. Eaton, K. Weston

Unexcused: A. Carter

Guests: G. Bannon

Date	Milestone

Action Items	Owner	Update Due
1. Bring in inventory of merchandise with legacy logo	K. Weston	1/28/21
2. Launching ForwardMerch online store	S. Allen/N. Desjarlais	12/10/20
3. 2022 concept details for City's Racial Equity team	/N. Desjarlais	12/12/20
4. Plaque costs/quotes for volumes of plaques	Z. Koehler/N. Desjarlais	1/28/21

Meeting Convened: 6:00pm by K. McEneaney



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Citizen Forum: No one present

Approval of November Minutes: Approved unanimously

2021 Events

- C. Beaudoin and A. Galt met with NH Native American Commission; they're going to do a prelude to the January seminar
- In February, the Pouliots are going to discuss relations between the Native Americans and the settlers up to the timeline of the Cocheco Massacre in 1698
- Megan Howey and Diane Fisk will discuss the archaeological digs on Dover Point in March
- 18th century Dover will be covered in April by a professor at GBCC
- Cathy Beaudoin will cover the Dover Mills in May
- In June, Rick Kfoury has expertise in the B&M railroad, largely 20th century but Cathy can help with adding in some 19th century information.
- In July, Dover in the Civil War
- In August, George Ma. will cover Dover's shipping history
- In September, Treasures of the Woodman
- In October, Dover's 20th century prominent businesses
- In November, Dover's service in the World Wars
- In December, How to Trace the History of Your Dover House with Cathy Beaudoin or Urban Renewal (Sam Allen?)
- C. Beaudoin to draft a press release with an explanation of the January 12 meeting and a brief overview of the upcoming events. C. Beaudoin and Z. Koehler to work on content for the website
- Can the library identify books/resources that link to each event for people who are interested?
- Ring Central webinar account:
 - Likely going to use the library's account
 - Each speaker will need to install RingCentral
 - Webinar attendees can pre-register for the event
 - Only Panelists will be visible on the screens, attendees will only be able to use chat or speak if the host allows
 - C. Beaudoin to meet with M. Gillis to go over the Ring Central software and functionality
 - C. Beaudoin to reach out to the library to check on scheduling, account use
 - Can we record the event? Check with the speakers

2022, 2023 Events

- Elizabeth Worboys-Burr just resigned from the committee; need a new lead for 2023
- Can we engage the Racial Equity group from the city to help with 2022? Dan Pontoh may be a resource for this? Bob can attend the meeting and discuss.
 - N. Desjarlais to prepare a quick document for R. Carrier to take to the Racial Equity group
- Increase Facebook marketing to engage possible volunteers, replacements for E. Burr and C. Ayers
- More historical presentation on specific topics in 2022 and 2023 depending on community feedback

Subcommittee Reports

- K. Morrison got the financial reports from the city; will be distributed with the minutes
- Future Nonprofit officers are working to meet with Mike Joyal, Gary Bannon, and Dan Lynch regarding finances and how finances will be managed with the city pre- and post-separation
- Organization around purchasing and financials is going to be key for the city
- Any money that we need from city funds can be accessed through Gary Bannon right now
- Reimbursements for expenses can be done by enrolling committee members as a vendor (only K. McEneaney and N. Desjarlais are owed money at this point)



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- ForwardMerch items need to be discussed with City Finance next week
- Project Management team updates:
 - Merchandise selection is complete, getting numbers from ForwardMerch
 - Website has been updated to include events for 2021
 - Bios have been updated
 - 400 for 400 logo has been added, the list of donors is being added
 - Mae Roche at ForwardMerch is working on the online store
 - David Greene is working on trademarking our logos

General Discussion:

- First Seacoast account is at \$1500, minus a check of \$225 for trademarking
- The men on the committee owe N. Desjarlais \$5 each for committee jackets due to merchandise shortage
- Community Engagement committee is looking for banners, posters, etc to put out in the community
- Outreach letter needs to be tweaked, circulated
- Discuss marketing material budget in financial meeting
- New members would need to go through the Appointments committee for now
- How do we separate from the city? Discuss with Mike Joyal.

Next Meeting: January 28, 2021, 6:00pm

Meeting adjourned, 6:58pm