



**DOVER SCHOOL
DISTRICT**

**JOINT BUILDING COMMITTEE – DOVER HIGH
SCHOOL AND REGIONAL CTC FUNDRAISING
SUBCOMMITTEE
MEETING NOTICE**

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Center
Meeting Date:	Tuesday, February 6, 2018
Meeting Time:	3:30 P.M.

1. Call to order and roll call
2. Citizens' Forum
3. Approve Minutes from January 23, 2018
4. General Discussion
5. Matters of Interest
6. Build next agenda and review action items
7. Adjournment



**DOVER SCHOOL
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JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC FUNDRAISING SUB-COMMITTEE MINUTES

Meeting Type:	Sub-Committee Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
Meeting Date:	Tuesday, January 23, 2018
Meeting Time:	3:30 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee Fundraising Sub-Committee was called to order on Tuesday, January 23, 2018 at 3:32 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier and Amanda Russell. Sarah Greenshields was excused. Also present were Business Administrator Libby Simmons, Business Office Assistant Evonne Kill-Kish, Mike Gillis, School Board members Kathy Morrison and Andrew Wallace. SEED members Angela Carter and Matt Cox.
- II. CITIZENS' FORUM:** No one addressed the committee.
- III. APPROVE MINUTES OF JANUARY 16, 2018:** Amanda Russell moved, Bob Carrier seconded to approve the meeting minutes of January 16, 2018 with the addition of "It was agreed we must schedule a minimum of 5 appointments with potential large donors. The goal is to schedule them on or before Tuesday". An oral **VOTE PASSED 2/0**.
- IV. GENERAL DISCUSSION:**
- Discussion on how SEED can assist with fundraising activities. Fundraising determines how some items will be built (enhancements).
 - Matt Cox will talk with Board to determine whether it may be a fit to work together. It must be teacher/project based, professional development, curriculum based—submissions from teachers.
 - Suggest items that are more focused to the mission of SEED. It will be discussed at the SEED meeting on 1/24/18.
 - Example: Biomedical science—with a \$20,000 donation, a piece of equipment could be called the "SEED Lab"
 - Possibly have a member of JBC speak with parent groups (Angela will assist at DMS)-requesting \$5,000 from each parent group to help fund "XYZ"-Angela's thought for appeals and Amanda will craft a letter.
 - Amanda sent information to Facebook consultant
- V. MATTERS OF INTEREST:** none
- VI. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:**
- Libby presented a draft "Gift Agreement" and will send to the City Attorney for review.
 - The following businesses will be contacted: Bob--Citizen's, Optima, Newburyport and Federal Savings Bank, Rotary, Garrison Hotel, Dupont. Amanda--Measured Progress, Convenient MD. Libby will get contact for Garrison Hotel for Bob.



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- VII. ADJOURNMENT:** Amanda Russell moved, Bob Carrier seconded to adjourn the JBC meeting at 4:30 p.m. An oral **VOTE PASSED 2/0.**

DRAFT