



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 305**
Meeting Date: **Thursday, October 25, 2018**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Meeting Chair:
Kevin McEneaney

Vice Chair: Kathleen
Morrison

Minutes Taken By: Nicole Desjarlais-Paulick

Key Agenda Items: Financial update, budget planning

Date	Milestone
12/13/18	Next Meeting

Action Items	Owner	Update Due
1) Meeting with Wentworth Douglass to discuss road race	Guy	12/13/18
2) Contact Chinburg regarding smokestack lighting	Kevin	12/13/18
3) Button Designs: cost of multiple designs vs. one	Karen	12/13/18
4) Release for use of logos	Deb	10/25/18
5) Resend timeline to committee for review	Nicole	12/13/18
6) Sponsorship Levels	Group	12/13/18
7) Inventory Management Spreadsheet/Cash Flow monitoring process	Nicole	12/13/18
8) Check w/Jewelry Creations on carrying merchandise	Angela	12/13/18
9) Check w/La Festa and Garrison City Brewery on carrying merchandise	Zak	12/13/18
10) Creation of Dropbox for minutes, timeline, other supporting documents	Angela	12/13/18
11) Budget and Events Planning	Group	12/13/18



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Meeting Minutes

-Zak and Tom still do not have 400th Committee emails coming to their inboxes; follow-up with city IT is recommended

Financial Update

- Apple Harvest Day: \$1,140 of merchandise sold
- Second T-shirt order was placed
- Mugs are confirmed to be lead-free, all organic paints are used
- Cost of mugs: 288 mugs @ \$2/each works out to \$576 in mugs plus \$50 for setup fee (\$626 total cost for order)

- Vote held to order mugs: approved by committee
- 2 ¼ inch buttons: 250 @ \$1/button or 500 @ \$0.75/button
- Vote held to order buttons: approved to place an order for 500 buttons for a total of \$375

Purchasing Procedures

- Purchases go through the library department up to \$1000; no bid process required for under \$1000 purchases
- Proposals and bids are required for purchases over \$1000. Committee members can solicit bids and submit them to the City Clerk
- Purchases above \$10,000 require formal bids to be solicited, all proposals will go to Cathy Beaudoin
- Committee votes must be held to approve use of funds

General Notes

- Karen spoke with the owner at Nicole's; they are willing to carry 12 shirts and will maintain accounting for shirts sold. A sign for the shirts was requested.
- Karen created a sign, Cathy to laminate and the sign will be delivered to Nicole's with the shirts
- Andy at Pottery by Andy will be able to craft commemorative items
 - Samples will need to be ordered and paid for; possibilities include plates or steins in varying colors, featuring one of Deb's designs
- A release form for use of the logos will need to be obtained and signed, indicating that the city owns the logos and is free to use them
- Formal announcement of logo communicated to the area via an announcement in Foster's
- Addition of a "Supporter of the 400th" level for a \$10 button to the sponsorship levels
- All cash from sale of merchandise will go to Cathy, Karen, and Kevin for adding to the fund
- Press release of items for sales and locations
- Additional locations for selling merchandise need to be identified
- Groups will meet informally to discuss sponsorship levels and forming a budget
- Remove restrictions on sponsorship levels-group to review
- Parade idea: 4 divisions, one for each century
- License plates: can be used on the front of a vehicle for one pre-approved year

Next meeting: December 13, 2018