



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **1st Floor Conference Room, City Hall**
Meeting Date: **Thursday, February 28, 2019**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 2/28/19

Meeting Chair:
Kevin McEneaney

Vice Chair: Kathleen
Morrison

Minutes Taken By: Nicole Desjarlais-Paulick

Key Agenda Items: Sponsors, budget, financial planning, merchandise, public forum

Attendees: K. McEneaney, N. Desjarlais-Paulick, C. Ayers, K. Weston, C. Beaudoin, Z. Koehler, R. Carrier, K. Morrison, G. Eaton, T. Massingham, D. Ballok, M. Faustino, T. Nelson, A. Galt

Date	Milestone
5/2/19 or 5/7/19	Public Forum

Action Items	Owner	Update Due
1) T. Massingham and G. Eaton approved for inclusion on 400 th Committee emails	K. McEneaney	3/8/19
2) Sponsorship subgroup meeting, review of sponsor benefits	SubGroup	3/28/19
3) Budget subgroup meeting	SubGroup	3/28/19
4) Hampshire Pewter ornaments, pricing	S. Allen	3/28/19
5) School involvement in arts/civics initiatives	Z. Koehler and T. Nelson	3/28/19
6) Auditorium availability for public forum, confirm w/committee via email	K. Morrison	3/28/19
7) Contact school superintendent re: school involvement	Z. Koehler	3/28/19
8) Contact graphic designers re: license plates	Z. Koehler	3/28/19



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Future Agenda Items:

- Mike Gillis: Technology/Social Media discussion
- Dover Main St. and Chamber of Commerce involvement in 400th planning/events

Meeting Minutes

6:00pm: meeting convened by K. McEneaney

Terry Nelson: liaison with Dover Public Schools for involvement in 400th committee activities

January 24, 2019 minutes: unanimous approval

February 7, 2019 minutes (special session): unanimous approval

Update from Sponsorship Group:

- Need a subcommittee to review levels of sponsorship and benefits
- Budget needs to be defined
- Sponsors need concrete benefits in order to donate
- Permanent monument marking 400th committee sponsors as a possible benefit for soliciting sponsorship
- Donations need to be tracked minutely for accounting; general fund vs. specific items
- Sponsorship committee and budget committee will meet again before the next meeting
- Sponsorship and budget committees will meet jointly if needed prior to the next meeting
- Doug Steele meeting w/City Manager
 - No issue with hiring someone to manage the 400th planning, funding needs to be determined
 - Bob and Karen will need to advocate for \$75,000 from city funds with council
 - Large donations do not need city council approval
 - Donations cannot be accepted online
 - No policy for solicitation of donations
- Cathy was asked to do a presentation on the 400th committee at the State of the City event
 - Possible items to include: goal events, public forum
 - Budget committee to provide Cathy with possible events to discuss
 - June 24-July 4, 2023 dates should be announced
 - Feedback and ideas for Cathy's speech to be discussed at the next meeting
- Kathy Morrison meeting w/Dan
 - Nothing preventing us from asking for donations
 - Dan is looking into options for online donations, will follow-up
- Action Item Follow-Up
 - Website: Angela is the only administrator on Facebook, need to confirm if this is going to stand.
 - Content for Facebook page needs to be defined
 - Karen: add shirts, mugs to page as items for sale
 - 400th committee needs a mission statement, some history, purpose information
 - Mike will attend next 400th committee meeting to discuss technology
- Pottery:



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- Stein, small dinner plate will be mocked up and a price estimated
- Plates and steins could be ordered in groups rather than all 400 at once
- Plates and steins can be numbered
- Plate number 1 and 400 can be auctioned off
- Merchandise at local restaurants:
 - Deb is contacting local restaurants, limited responses
 - Sponsorship form and benefits would be helpful
- Additional Merchandise:
 - Karen picked up additional merchandise to sell, will distribute
 - Sam Allen will update on Hampshire Pewter
- Bands:
 - Spartans, NH Drum and Bugle Corps is booked through July 4, 2023 already except for 4pm. Cost: \$5000, will agree to \$4000 if in the area already
 - Boston Crusaders: no response yet
 - Wakefield, MA: July 4 parade. Investigate possibility of pulling in bands before or after Wakefield parade
 - Many bands do not commit this far out from their events
 - Possibility of changing the date of the parade to increase band availability: first weekend of the celebration?
- Morgan Faustino: ornaments from 375th found at the Chamber, 12 available
- Karen Weston: contacted Tom Hindle re: pictures on a calendar
 - Tom recommended involving kids within the school district to engage in an arts initiative as a fundraising endeavor instead
 - Zak to work with Terry on school involvement
 - “Green shirt days” for board members, city hall staff to wear Dover 400th shirts
- Public Forum:
 - Schedule for the high school auditorium (confirm cost of auditorium)
 - April, after the April 9th State of the City meeting
 - Kathy to check on auditorium for Thursday May 2, 2019 at 7pm or Tuesday May 7, 2019 at 7pm and follow-up by email
- Steve Roberts is related to the founders of the city of Dover
 - Would like to participate in 400th, tie in to his family
- Terry Nelson and Zak Koehler to collaborate on ideas for the involvement of schools
 - Class of 2023 are freshmen next year
 - Contact class sponsors and begin engaging class of 2023
 - Zak to contact school superintendent to initiate discussion
 - Flag redesign: Zak has graphic designers to contact, involve Arts Commission
 - Involve PCA, St. Mary's, St. Thomas, charter schools

7:30pm: Meeting Adjourned



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