

CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **1st Floor Conference Room, City Hall**
Meeting Date: **Thursday, April 25, 2019**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

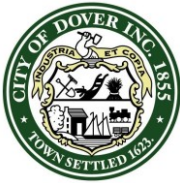
Date: 4/25/19	Meeting Chair: Kevin McEneaney	Vice Chair: Kathleen Morrison	Minutes Taken By: Nicole Desjarlais-Paulick
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Key Agenda Items: Group updates, public forum

Attendees: N. Desjarlais-Paulick, Z. Koehler, K. Morrison, C. Ayers, K. McEneaney, R. Carrier, S. Allen, D. Steele, D. Ballok, M. Faustino, A. Galt, K. Weston, G. Eaton, E. Burr

Date	Milestone
5/2/19, 7:00pm	Public Forum
5/1/19, 6:00pm	Auditorium Walkthrough

Action Items	Owner	Update Due
1) Public Forum setup	K. Morrison	5/2/19
2) Subgroups sign-ups for public forum	Z. Koehler	5/2/19
3) Ideas for ornaments/keychains for discussion	Committee	5/23/19
4) Contact graphic designers re: license plates	Z. Koehler	5/23/19
5)		
6)		



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Future Agenda Items:

- Mike Gillis, technology
- Public participation groups for the forum
- Margaret (Chamber of Commerce) to attend next meeting

Meeting Minutes

- 6:00pm, meeting convened
- 3/28/19 minutes approved
- Enough money is available to hire a resource to assist with planning

Financial Update, K. Weston:

- Grand total: \$4,566 in sales of merchandise
- \$3262 spent out of \$5000 allocated
- Karen has contacted several companies in regard to sponsorships
- Green envelopes, approx. \$8400 donated (amount to be confirmed)

General Notes:

- Sponsorship group to look at banners, value of sponsorships
 - Cost of more heavily-traveled areas compared to less-trafficked areas
- Possibility of placing a table at the Patriot's trophy viewing event, time to be confirmed
- Table at the Cochecho Arts Festival non-profit night
- Ornament designs need to be determined to take advantage of discounts
 - Local landmarks
 - Key historical events
 - Keychains: similar to ornaments but with a solid image
 - Price adjusts in relation to order size
 - Keychains and ornaments require a 6-8 week lead time

Public Forum:

- Sam Allen to facilitate after Kevin's opening remarks
- Mike Gillis will be recording and handling sound
- Committee to meet at 6pm at Dover High
- 3 minute time limit
- Bring merchandise to sell at the forum
- Donation box for cash should be available
- Kathy to coordinate table in the auditorium
- Ensure that sponsorship forms and comment cards are available
- Team to walk through the auditorium on Wednesday at 4pm before the forum

Subgroups:

- Parade (chair: T. Massingham)
- City flag redesign (chair: Z. Koehler)
- Fundraising/Sponsorship/Souvenirs (chair: K. Weston)
- Finance (C. Ayers)
- Budget (D. Steele)
- Events and Entertainment (chair: E. Burr)
- Commemoration (chair: A. Galt)
- Public Relations (A. Carter)

- Individuals outside of the committee can be included in the subgroups; will be solicited at public forum



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-Sign-ups for outside members to register for committees to be brought to the public forum

Action Item Follow-Up:

- License plate information gathered by Guy, given to Zak for review
- Graphic designers to be contacted regarding designs
- Karen reordered mugs and already picked them up
- Doug to contact Mike regarding publicizing the forum again before the meeting

6:47pm: Meeting adjourned