

CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

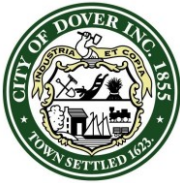
Meeting Type: **Regular Meeting**
Meeting Location: **1st Floor Conference Room, City Hall**
Meeting Date: **Thursday, May 23, 2019**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 5/23/19	Meeting Chair: Kevin McEneaney	Vice Chair: Kathleen Morrison	Minutes Taken By: Nicole Desjarlais-Paulick
Key Agenda Items: Public Forum follow-up, School outreach update, Financial update, 400th Coordinator discussion			
Attendees: N. Desjarlais-Paulick, K. McEneaney, C. Beaudoin, C. Ayers, E. Burr, D. Ballok, M. Faustino, K. Morrison, R. Carrier, K. Weston, D. Steele			
Guests (non-voting): T. Nelson, T. O'Dowd			

Date	Milestone

Action Items	Owner	Update Due
1. Process for hiring a subcontractor or employee	K. McEneaney	6/27/19
2. Contact Dan DeGrace (The Strand) regarding involvement	E. Burr	6/27/19
3. Graphic design for plates	Z. Koehler	5/23/19
4. Contact Jim re: local immigrant groups	K. Morrison	6/27/19
5. Marketing and Press Release regarding \$400 challenge	A Carter	6/27/19
6. Meeting w/City Lights, 400th Committee, and Main St re: banners	R. Carrier	6/27/19
7. Updated financial statements (balance sheet, outstanding merchandise)	K. Weston	6/27/19
8. Order ornaments, keychains, and magnets	S. Allen	6/27/19



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Future Agenda Items:

- Mike Gillis, technology
- Margaret (Chamber of Commerce) to attend future meeting

Meeting Minutes

- 6:00pm, meeting convened
- Minutes from 4/25/19: approved

Review of Public Forum Meeting

- Approximately 25 people attended
- Sign-up sheets were available, volunteers will be listed on spreadsheets available on the committee GoogleDrive
- Series of Public Forums to involve more people and obtain additional feedback
 - Subsequent forums to be held at the library

Terry Nelson, School Liaison

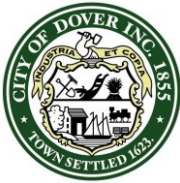
- Met with Superintendent and HS Principal on 4/15/19
- Proposed student reps on the committee; how to have continuity over four year?
- Involvement of the class of 2023; classes elect officers in the fall, wait until after the students have acclimated to the high school and have officers
- Involvement of other clubs and organizations from the schools
- Involvement of the private and parochial schools; Dover HS leaders could be reaching out to contacts at these schools
- Expect to hear from school leadership again once Freshman officers are elected in Fall 2019
- Kevin: drama teacher voiced interest in doing a play tied to the 400th anniversary in 2023
 - There was a play for the 350th; Elizabeth has playwrights who may be able to help write a new play
- Homecoming 2022 (when class of 2023 are Seniors) could be a good event to start school events

400th Coordinator

- City Council voted to approve \$50,000, funds are available in July
- Option for a subcontractor rather than an employee? Kevin to check w/Mike Joyal
- 10 hours/week to start for the first year
- Cathy: asked if Dan Lynch could setup a different fund outside the library, no information yet
- Subcommittee to create a qualification statement to bring to the next committee meeting

General Notes

- Karen: spoke w/Dan DeGrace from The Strand, he is willing to do something over the next 3 years, perhaps have actors volunteer to assist. Anything over costs would be income for the 400th
- Involvement of immigrants; Indonesian group has volunteered to help (part of The Rock Church)
- Free performance at 2pm on Saturday, 5/25/19, in Henry Law Park if interested
- How do we identify immigrant groups and how do we contact them?
- Tom O'Dowd: willing to allow use of Cara and the upstairs room for events or fundraisers
 - Media team at Cara could assist with posters/marketing
 - Idea for a walkable monument throughout Dover to follow 400 years, following the Cochecho, ending with an open book somewhere in the center of the city. Include in Public Relations subcommittee scope of work
 - Fundraising through sale of customized cocktails
- Rebecca Proctor in the arts center is willing to assist with event space



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- Bob Carrier: We need a list of any and all organization that have voiced interest or may be interested in participating in 400th activities as well as what they may be able to offer
 - Coordinator could be tasked with this once hired
- No "Support the 400th" logo to distribute; should create one to keep interest up (coordinate through Angela)
- Need marketing and press release on the \$400 challenge ASAP
 - Angela to work on this, contact Morgan re: giant check and photo op for Dennis
- Gloucester, MA held a kickoff event to launch their 400th celebration; can we do something similar?
 - Kickoff in July 2019, Tom O'Dowd to coordinate with Angela and Elizabeth
- Banners: City Lights committee is on board with getting banners on the light posts around town
 - Combining 400th, City Lights, and Main Street will allow for purchasing of banners
 - Banners could be a fundraising option for companies that want to sponsor a banner
 - Major donor could have more than one banner
 - Option for an annual fee for maintenance/replacement over subsequent years
 - Bob to coordinate a meeting with Main St and City Lights
- Imminent ideas for fundraising can be added to council consent agenda
- No approval process on a spontaneous fundraiser but scheduled, planned fundraisers should be directed to Kevin McEneaney
 - If someone has an idea for fundraising for the 400th, it needs to be approved by the committee and should go through the permit process to be sanctioned by fire and police.
- Cochecho Arts Festival: non-profit Fridays, what night would the 400th committee like? 7/12-8/16
 - August 9, 6-9pm: chosen by the committee for non-profit night, merchandise and information will be available
- Traveling banner need to be tracked and needs an owner

Merchandise

Notes from Sam Allen's email on ornaments and keychains:

"Here are the details for the ornament and key chains from Hampshire Pewter:

1. *Ornaments for deposits received by 10/31/2019 would be \$10.80/piece for 200 pieces. Additional pieces or additional orders \$8.00 each.*
 1. *That would mean a deposit of \$1,080.00 for ornaments with about a 6-8 week time frame*
 - i. *200 @ \$10.80 = \$2,160.00 50% deposit = \$1,080.00*
2. *Keychains and magnets would need to be a different set up, however we can create both off the same development and combine to meet the 200 minimum. We could do 100 of each or 150/50 any combination you want.*
 1. *Pricing for deposits received by 10/31/2019 would be \$7.20/piece for 200 pieces. Additional pieces or additional orders \$5.25 each.*
 2. *That would mean a deposit of \$ 720.00 for keychains/magnets with about a 6-8 week time frame.*
 - i. *200 pieces @ \$7.20 =\$1,440.00 50% deposit = \$720.00"*

- \$1000 from original contribution is left
- Additional revenue from sales is available; Karen to provide updated financial statements to the committee
- Committee would like to order 200 ornaments, 100 magnets, and 100 keychains, not to exceed available funds 200 ornaments, 100 keychains, and 100 magnets



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-Motion to order was approved
-Zak to contact Tom O'Dowd re: license plate design

Next Meeting:

-Mike Gillis wants to discuss a video of the city; Mike is working on a comprehensive history of the city, need to coordinate with his effort
-Smaller, shorter versions of the film could be used to start publicizing the 400th

7:17pm, meeting adjourned