



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **2nd Floor Conference Room, City Hall**
Meeting Date: **Thursday, September 26, 2019**
Meeting Time: **6:30 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 9/26/19	Meeting Chair: Kevin McEneaney	Vice Chair: Kathleen Morrison	Minutes Taken By: Nicole Desjarlais-Paulick
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Key Agenda Items: Apple Harvest Day, November meeting, slideshow

Attendees: K. McEneaney, C. Ayers, A. Carter, D. Ballok, N. Desjarlais-Paulick, Z. Koehler, S. Allen, J. Galt, T. Massingham, E. Burr, R. Carrier, K. Morrison, K. Weston

Excused: C. Beaudoin

Unexcused: G. Eaton

Guests: T. O'Dowd

Date	Milestone
10/5/19	Apple Harvest Festival

Action Items	Owner	Update Due
1.		



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Meeting Called to Order at 6:31pm by K. McEneaney

Approval of August 22, 2019 minutes: Approved

Presentation:

GoogleDrive Navigation: Zak Koehler and Nicole Desjarlais-Paulick

Notes distributed and will be sent via email

Nicole Desjarlais-Paulick and Zak Koehler will be available a half hour before the October meeting to provide assistance if needed. (5:30pm on October 24, 2019)

Slideshow will be distributed to all committee members for review

Note: All requests for time on the agenda must be sent to Kevin, Kathy, and Nicole by the Wednesday of the week preceding the meeting

Subcommittee updates should be sent to Nicole on the Wednesday preceding the monthly 400th committee meeting

Motion to purchase a URL for the website Dover400.org, up to \$100: Approved

Hosting fees: to be maintained by the 400th Committee (Nicole and Zak to research)

Motion to approve contracting of a website developer (\$750): approved

Kevin McEneaney to meet with Mike Joyal re: hiring of an executive assistant

Apple Harvest Day: sign-ups for Apple Harvest day will be online

Kevin, Bob, and Sam to setup the tent at 7am

Shifts will start at 8 in 2-hour blocks

Hampshire Pewter expedited the order of ornaments, will be available for Apple Harvest day

Cost to committee: \$9.50

Cost to consumers: \$20.00

Bring sign-up sheets for the subcommittees

Large buttons: \$1.00

Raffle: 1 ticket/\$1.00, 6 tickets/\$5.00

Cash boxes: Karen

Start-up cash: Karen

November meeting: November 21, 2019, 6:00pm, invite sent

\$400 for 400 donors: is there a recognition item for them? This is going to be reviewed by the Project Management Team

Project Management Team: notify Kevin of interest and decision will be made by October's meeting

Bob: 400th involvement in Festival of Trees

Meeting adjourned: 7:41pm



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