



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **1st Floor Conference Room, City Hall**
Meeting Date: **Thursday, October 24, 2019**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 10/24/19	Meeting Chair: Kevin McEneaney	Vice Chair: Kathleen Morrison	Minutes Taken By: Nicole Desjarlais-Paulick
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Key Agenda Items: Subcommittee reports, mission statement

Attendees: K. McEneaney, N. Desjarlais-Paulick, K. Morrison, D. Ballok, R. Carrier, G. Eaton, A. Galt, S. Allen, D. Ballok, E. Burr, C. Ayers, C. Beaudoin, K. Weston, T. Massingham

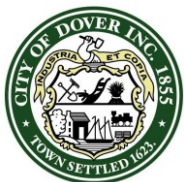
Excused: Z. Koehler, M. Faustino, A. Carter

Unexcused:

Guests:

Date	Milestone
12/6/19	Festival of Trees

Action Items	Owner	Update Due
1. Check with Morgan Faustino on Festival of Trees table	R. Carrier	11/21/19
2. Obtain accurate, complete financial reports	K. Morrison, C. Ayers	11/21/19
3. Research state registration options for the 400th name	K. Morrison	11/21/19



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Meeting convened at 6:01pm by Kevin McEneaney

Citizen Forum:

- Dover Arts Commission, here to help and support, sitting in on the meeting tonight

Approval of minutes: motion to approve made by Bob Carrier; seconded, unanimous approval

- Discussion of adopting procedures raised by A. Galt
- No vote was held on procedures last meeting; vote needs to be held in regard to adopting procedures
- Motion to approve meeting policies and procedures made by Sam Allen, seconded by Andrew Galt. Tabled for discussion
- Andrew Galt: would like to remove approval of the minutes and discuss procedures; unanimous approval
- September minutes will be modified to include agenda items from the presentation; Nicole to provide a document with the procedures
- Amended minutes unanimously approved
- Sam Allen re-motivated to approve the procedures, meeting processes, adoption of a citizen's forum on monthly meetings; unanimous approval

Festival of Trees:

- The committee should consider funding a tree; good PR for the committee
- Will we be selling things at the Festival? Need to meet with Morgan Faustino to check
- Shirts, ornaments, mugs-these would sell well at this event
- Can we have a table without a tree? Need to check with Morgan
- No tree, committee would like a table. R. Carrier to follow-up

Business Cards:

- K. Weston: we need to be able to have a card to hand to people with the committee information
- Once we have a brand and contact information, we can order business cards and distribute them among the team
- Cards don't have to have names, they could have contact information for the committee as a whole
- There was a demand for contact information at Apple Harvest Day; this will be discussed as soon as a logo is adopted
- Project Management team is looking into a PO Box
- What are the logistics around renting a PO Box?

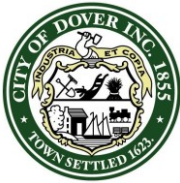
-400th Finances:

- No breakout of the revenue from shirt/mug sales
- Concern over where contributions from the city clerk's office are being held

Online Donations

- Kathy Morrison is working on this; aiming to talk with Dan Lynch and Cathy Beaudoin to get a handle on finances
- Cathy Beaudoin: city has 3 paypal accounts and cannot open another
- Can we open a new one for the 400th?
- Loss of revenue from cash only on Apple Harvest Day is a concern; need to determine a method for electronic payments
- Budget committee is going to work on the financial reports (Coleen, Kathy)

Management Team Members: K. McEneaney, S. Allen, K. Morrison, N. Desjarlais-Paulick, Z. Koehler, T. Massingham



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Registration of the 400th name with the State of New Hampshire

- Is this possible?
- Option to do an unregistered trademark of the 400th name; would be more cost effective and doesn't require paperwork
- Can the name of the committee be registered? Kathy to look into this.

General Discussion

- Discussion as far as using Dover400 as a name for the committee
- Motion made to use "Dover400" as the name: voted, approved unanimously
- 43 ornaments sold at Apple Harvest
- Bob Carrier spoke with Matt Keane, considering a \$5000 donation from Liberty Mutual on 2020
- Display at city clerk's office for ornaments; can we add an ornament to the display case so people can view the details on the ornaments?
- The library could sell ornaments
- Locations for selling souvenirs: Chamber, City Clerk, the Library
 - Bob to check with Margaret at the Chamber in re: ornaments
- What is the current inventory on site at stores around the city? Need to determine this
- There is interest in getting ornaments via facebook; if we get boxes and bubble wrap, we can accept payments via mail
 - Shipping box \$5
 - Cost of an online order is \$28 (includes shipping): motion on the price made, unanimously approved
 - Checks payable to City of Dover, 400th committee % Cathy Beaudoin, 73 Locust St, Dover.
 - Sam Allen to find interested parties on Facebook, repost the ornament on facebook to generate interest

Subcommittee Reports:

PR/Communications (Sam Allen for Angela Carter)

- What's going on with Shaheen and Gordon donation: still in progress
- Marketing committee is meeting in a few weeks; volunteers on the marketing committee may be able to assist with other committees until momentum gets going
- Thermometer for the 400 for 400 campaign: in progress

Fundraising/Sponsorship (Karen Weston)

- People's Bank is giving us \$1000
- Kennebunk Savings: ongoing phone tag, hoping to hear back
- Guy Eaton will talk with D.F. Richard regarding sponsorships
- Jeff Johnson (Orpheum) is a possible future donor

Events Subcommittee

- Elizabeth is meeting with the management committee to work on a plan for events, planning, etc.

Souvenir Committee

- We are allowed to use the Dover afghan if we would like to order some for fundraising
- A. Galt looking into sweatshirts sold previously; could be a consideration in the future

Mission Statement:

- Change the Dover 400th to Dover400, remove "the"...Mission of Dover400



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-Motion to approve the amended mission statement: unanimous approval

Mission Statement:

The Mission of the Dover 400th Committee is to honor our past, celebrate our present, and inspire our future through meaningful and creative community engagement.

Meeting Adjourned 7:00pm