



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **1st Floor Conference Room, City Hall**
Meeting Date: **Thursday, December 12, 2019**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 12/12/19	Meeting Chair: Kevin McEneaney	Vice Chair:	Minutes Taken By: Nicole Desjarlais-Paulick
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Key Agenda Items: Non-profit, website, fundraising policy, subcommittee updates

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

Excused: A. Carter, E. Burr, K. Morrison

Unexcused: R. Carrier, M. Faustino

Guests:

Date	Milestone
2/8/20	Public Forum #2

Action Items	Owner	Update Due
1. Non-Profit Status research/logistics	Management Team	1/23/20
2. Displays/Interactive voting for the public forum	Management Team	1/23/20
3. Generate ideas for 2020-2023 events	All	1/23/20
4. Create event suggestion tracker on Google Drive	Z. Koehler	11/25/19

6:00pm: meeting convened by K. McEneaney



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No citizens for the forum

Update on the Website:

- Resolution approved by city council to fund the website
- Nicole to follow-up with Dayne re: website
- Nicole to talk with Ann re: paying Dayne

Domain Names:

- Dover400.org (this one will be used)
- Dover400th.org
- Dovernh400.org
- Dovernh400th.org
- 400dover.org
- 400thdover.org
- dover400anniversary.org
- dover400thanniversary.org
- Guy moves to spend up to \$200 for domain names, seconded by Sam Allen, unanimously approved
- Nicole to pay for domain and register as a vendor to buy domains

Non-Profit Status:

- Kevin spoke with Paula at Leoni and McDonald; she agreed to help with accounting
- Paula to research which entity is the right one to form (501(c)(3) or other)
- Estimated timeframe: 3 months
- Kevin reached out to a new attorney; he wants to help with the 400th. The attorney and accountant will talk regarding what needs to be done.

Proposed Fundraising Policy:

- 3rd paragraph, \$5000 to be changed to \$2500
- Any existing fundraising contacts should be kept open
- Rebranded materials, including a fundraising pamphlet, will need to be created ASAP after logo is designed
- If an entity has a charitable giving oversight committee, they would not be approached again until the board has met
- If an entity does not have a charitable oversight committee, the Dover400 committee will determine the appropriate timeframe to reapproach the potential donor
- Coleen to ask for a financial report every two weeks
- Motion to approve the policy as amended: Proposed by Andy Galt, seconded by Sam Allen, unanimously approved

Subcommittee Updates:

- \$17,200 in donations (400 for 400)
- Total revenue: \$80,981.00
- Expenses: \$4,596.00 (expected that some items are missing)
- Asking for volunteers to reach out to 400 for 400 to feature them on the website
- Andy Galt: motion to reimburse Cathy Beaudoin for current and future ornament postage, seconded by Guy Eaton, approved unanimously

Events 2020-2022 and 2023:

- Sam is going to provide Elizabeth with information from 375th events
- Cathy Beaudoin and Andy Galt to chair events 2022



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- Management team to plan 2020 events
 - Community engagement is a focus
 - Relaunch of the Dover400
 - Community event/open forum at Patty Bs
 - Public Forum in February
 - 100 year anniversary of Women's Suffrage; Woodman is going to do a display
- Possible International festival in 2020; management team to follow-up
 - Karen Weston has been talking with Indonesian, Indian, and Mexican communities to discuss a festival

Open Discussion:

- Email received from Kathleen Blake re: NH Intertribal Council
 - Kevin received the message, management team will meet with Kathleen to discuss involvement
 - Mary Pat Rollin: doing an update story on the 400th, Kevin provided information on what work has been done
 - City is going to redo the city hall bell; working to get it functional for the 400th anniversary
 - "What's Happening" in Dover editorials; Karen Weston is on the board and can help with 400th publicity
 - 5K for 2020: Guy to reach out to WDH
 - 5K races are pulling fewer participants due to too many in the schedule
- 6:45, Kevin motioned to adjourn
- January 23, 2020: next meeting