

CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **1st Floor Conference Room, City Hall**
Meeting Date: **Thursday, January 23, 2020**
Meeting Time: **6:00 pm**

Dover 400th Celebration Committee Monthly Meeting

Date: 1/23/20

Meeting Chair:
Kevin McEneaney

Vice Chair:
Kathy Morrison

Minutes Taken By: Nicole Desjarlais-Paulick

Key Agenda Items: Non-profit updates, Website, Events/Themes, Subcommittee Updates

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

Excused: C. Ayers

Unexcused: G. Eaton

Guests: M. Joyal, C. Blake (Arts Committee)

Date	Milestone
2/8/20	Public Forum #2

Action Items	Owner	Update Due
1. Transfer of domains to the City of Dover	C. Beaudoin, N. Desjarlais-Paulick	1/31/20
2. Sign-Up Sheets for Public Forum	Z. Koehler	2/8/20
3. Send status report format, meeting invites for 2020	N. Desjarlais-Paulick	1/31/20

6:00pm: meeting convened by K. McEneaney



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Motion to approve minutes from last meeting: unanimous Citizens' Forum

- Cliff Blake, Arts Committee
 - Dover will have a literary laureate for a 2 year term as an ad hoc members of the arts committee; poetry readings and literature
 - Will be issuing grants

Website

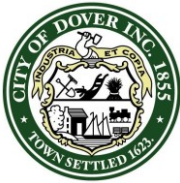
- Mike Joyal: city has not been able to connect with the vendor, separate arrangements have been made
- Separate arrangements may be arranged at risk to the committee
- Non-profit status should be arranged as quickly as possible
- Advised to adhere to city policies including purchasing as quickly as possible
- Kevin McEneaney paid for the contract and signed the contract personally, this was outside of the city
- Domains for website need to be owned by the city, needs to be transferred to the city and then can be transferred back
- Any financial transactions through the website before the committee is separated from the city are not allowed; any funds obtained before will be deposited into the city account and subject to city oversight

Non-Profit Update:

- Paula DePlanche is helping with the IRS paperwork
- Steve Roberts is working to file for the nonprofit in the state of New Hampshire
- Bylaws, operating procedures, quorum requirements, etc will all be developed as part of the process
- Filing for an EIN
- Paperwork will be filed at the beginning of next week (Week of 1/27/20)
- 5 individuals will need to sign the operating documents
- Both Steve Roberts and Paula DePlanche are working pro bono
- Committee needs to make a recommendation to the council that the committee be disbanded knowing that the 501c3 will be formed; recommend that the 501c3 be recognized as the group that will be organizing the celebration
- Request should be submitted to the city regarding a financial donation for the year 2020
- Personal emails will be used after the formation of the 501c3; before we are separated, city emails must be used

2020-2023 Theme Discussions

- Any one who is interested in working on 2020 events...please, let us know!
- Dates/schedule for 2020 to be developed over the next month
- Kickoff will not occur until after the website is ready to go
- Any subcommittee meetings need to be posted and minutes provided
- Themed years should be presented to volunteers to allow them to choose their interested areas
- 2021: Cathy suggests events once per month
- Cathy and Andy agree to be the leaders for 2021 events
- There is a possible event for different ethnic groups for summer 2020; this could be good for outreach
- Any possible leaders for 2022? None at this time
- 2023: Elizabeth is leading this, large celebration, highlights of all past events, etc



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- Mike Gillis' film should be included in one or more years, perhaps end of 2020
 - Can the content of the film be available for 2021? Cathy to email Mike
- Vote on the official themes for 2020-2023: Z. Koehler motioned to approve themes, seconded by A. Carter, unanimously approved

Roles and Responsibilities

- Committees need more direction and accountability
- Notes: 501c3 will have officers and a Board of Directors. Board of Directors will be all committee members.
- Subcommittees need chairs and vice-chairs
- Committees: Finance and Budget, PR/Communications, Fundraising, 2020-2023 Events, Perpetuity, Community Outreach
- Below are the Roles and Responsibilities for subcommittees mentioned above

Chairs & Vice Chairs of all Subcommittees

- The Chair and Vice Chair of each subcommittee is required to report to the entirety of the group during each General Monthly Meeting. The reports should include accomplishments, blockers, news, or anything deemed important to discuss.

2020-2023 Events Subcommittee

- The 2020 – 2023 Events Subcommittee is charged with the creation of events that are open to and participatory with the public for years leading up to and of the 2023 Week of Celebration.
- For better management of events and ideas, this subcommittee will be broken up into subgroups that will be in charge of a specific year. These groups will ensure events will fall under the theme of the year.
- Examples of previously discussed events include, but not limited to: Parade, Fireworks, theatre activities, and historical tours / learning sessions.

Finance / Budget Subcommittee

Chair: Coleen Ayers, Vice Chair: Kathy Morrison

- The Finance / Budget subcommittee, in all intents and purposes, is the Treasury of the Dover 400th. They will inform all subcommittees and Board of Directors on a regular basis to the state of the books.
- They are an integral part to the disbursement of funds for reasons such reimbursements, down payments, payments to vendors.
- They will also be work closely with the Board of Directors to inform them of any discrepancies in the books, concerns on budget total, and any other things that is believed to be important.

Fundraising Subcommittee

Chair: Karen Weston, Vice Chair: Deb Ballok

- The sole responsibility of this subcommittee is to fundraise continuous or one time funding streams to support the budget and cost of events of the Dover 400th.
- All ideas should be considered for fundraising opportunities and does not need to pertain to monetary value. All ideas will be voted on by the Board of Directors and Organization as a whole.
- It is vital that this committee goes out to the public with professionalism and approved materials to solicit funds from private persons or businesses.

Perpetuity Subcommittee

Chair: Andy Galt, Vice Chair: Cathy Beaudoin

- The Perpetuity Subcommittee was formed to head the future, long lasting memories and fixtures that will remind Dover residents and visitors of the 400th Celebration for years to come.



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- They are solely in charge to work with local community residents and businesses to come up with continuing events, permanent fixtures (including, not limited to: City of Dover flag Redesign, historical markers, statues, etc.), and / or community programs.

PR / Communications

Chair: Angela Carter, Vice Chair: Sam Allen

- In order to keep in touch and interact with the community as a whole, the PR / Communication has an integral part to keep Dover informed to the on-goings of the Dover 400th.
- All PR / Communications messaging must be planned in advanced to ensure the integrity and messaging of the committee is keeping to the standards and identity of the Dover 400.
- PR / Communications have the option to use, but not limited to, the following platforms: Email, television, radio, Local Newspapers, Facebook, Instagram, Twitter, and Website.

Community Resources

Chair: Bob Carrier, Vice Chair: Elizabeth Worboys Burr

- This committee shall have the responsibility to brainstorm and make contact with non profits, businesses, and groups within Dover.
- In this contact, they should gain a good understanding on what they do in the community, what they could offer the Dover 400th (in terms of potential donations and/or help in other ways)
- The subcommittee should report out every month on those they have reached out to and who they plan to in the coming month.
- The subcommittee should also inform the subcommittees in which the contacts can help with. An example would be reaching out to the Garrison City Players and informing the events subcommittee that they should work with them.
- Responsibilities of chair and vice chair were reviewed and are included in the Roles and Responsibilities
- Materials for updates from the subcommittees to the whole committee need to be sent to Nicole on the Wednesday preceding the large committee meeting so they can be distributed to the committee for review
- Each committee member needs designated responsibilities
- Suggestion for another subcommittee: Community Resources
- It is the responsibility of the chair and vice chair for each committee to assign deliverables to each subcommittee member
- Need to recruit volunteers for subcommittees and activate the subcommittees
- Subcommittee meetings need to be posted 24 hours before the meeting

Public Forum is February 8 at 10a-12p, on the 2nd floor of the library

- Sam Allen will be the moderator
- Please email Nicole if you are unable to attend

Next Meeting: February 27, 2020