



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **2nd Floor Conference Room, City Hall**
Meeting Date: **Thursday, August 27, 2020**
Meeting Time: **6:00 pm**

Agenda Topics

- Citizen Forum
- Approval of July minutes
- Forward Merch: potential partnership
- Website Update: Launch Date!
- Non-profit status update
- Dover400 Legal counsel proposal
- Subcommittee reports (see appendices)
- General Discussion



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Appendix A: Community Relations Subcommittee (Report 1)

Committee Name: Community Relations Subcommittee

Meetings Held: July 23

Members in Attendance: Bob Carrier, Elizabeth Burr, Kevin McEneaney

Accomplishments:

- Drafted letter and form for distribution to community organizations, businesses, etc.
- Reached out to Greater Dover Chamber and Dover Rotary about contacting their members
- Contacted Dover Area Woman's Club about their involvement in Dover400 Planned Activities (T+60 Days):
- Follow up with Chamber and Rotary about distribution
- Collaborate with Fundraising Subcommittee regarding outreach plan
- Connect with other organizations like Dover Main Street, Dover's interfaith organization, etc. about the possible involvement of them and their members
- Subcommittee to continue regular meetings

Areas of Concern/Requests for Assistance: None at this time.



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Appendix B: 2023 Events Committee

Committee Name: 2023 Events Subcommittee

Meetings Held: n/a

Members in Attendance: n/a

Accomplishments:

- Connected volunteers and organizations interested in Dover history and the 2021 events with Kathy and Andy.

Planned Activities (T+60 Days):

Areas of Concern/Requests for Assistance: As the 2023 year will focus on children, obviously it is difficult at this time to connect with local schools, kids organizations, etc. Event planning for 2023 is essentially on hold at this time. I am not concerned yet as this is the last year of the celebration. I will continue to keep my eyes and ears open for people to contact.



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Appendix C: Project Management Team

Committee Name: Project Management Team

Meetings Held: 8/6/20, 8/20/20

Members in Attendance: Sam Allen (8/20 only), Nicole Desjarlais-Paulick, Zak Koehler, Tom Massingham, Kevin McEneaney.

Guest: Dave Greene, JD (8/6 only)

Accomplishments:

- Prepared August Dover400 meeting agenda
- Worked on logo trademarking, non-profit registration forms
- Developed website content
- Discussed proposing Dave Greene as legal counsel to the 400th; added to August agenda

Planned Activities (T+60 Days):

- Work with 2021 planning workgroup to solidify plans
- Continue website development
- Finalize non-profit status
- Complete separation from City governance

Areas of Concern/Requests for Assistance: None at this time