



CITY OF DOVER

DOVER 400TH ANNIVERSARY COMMITTEE MINUTES

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

Dover 400th Celebration Committee Monthly Meeting

Date: 8/27/20

Meeting Chair:
Kevin McEneaney

Vice Chair:
Kathy Morrison

Minutes Taken By: Nicole Desjarlais-Paulick

Key Agenda Items: Non-profit, website

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

Excused: K. Morrison

Unexcused:

Guests:

Date	Milestone

Action Items	Owner	Update Due
1. Purchasing check-in w/Ann Legere	C. Beaudoin	9/24/20
2. City staff liaison position: ID an individual	R. Carrier	9/24/20
3. Latest updated donation lists from Finance	K. Morrison/R. Carrier	9/24/20
4. Inventory of merchandise with legacy logo	K. Weston	9/24/20

6:00pm: meeting convened by K. McEneaney



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Citizen's Forum: No individuals are present for citizen's forum

Review of July Minutes: Moved to approve by A. Galt, seconded by A. Carter, unanimous approval

Forward Merch Partnership:

- Tom Massingham spoke with Forward Merch
- Standard contract presented with a statement of 98% negotiable, removal of storage fees
- Direct to consumer ordering/shipping on their website
- Will warehouse and ship ornaments, other items, at a fulfillment charge of 25%
- Forward Merch maintains the inventory and statements, and sends a check once per month
- Fundraising committee to review

Website:

- Live date: 9/7/20
- Landing page will be live before
- Photographs have been obtained from a local photographer to add art to the website
- Logo/site/announcements will go out all at once

Non-Profit Status Update:

- Non-profit filing was submitted on Friday, 8/21, should be reviewed by next week.
- Once the state approves the filing, the IRS non-profit paperwork will be filed

Dover400 Legal Counsel Proposal:

- Zak introduced Dave Greene to the project management team
- Dave has volunteered to provide legal counsel around trademarking, etc as an advisor to the committee
- Committee agrees that this is a good idea

Subcommittee Reports:

- Elizabeth: Dover Rotary is on board and is forming their own team to work on ideas for 2023
 - Radio/News coverage: Zak to reach out to Jack Heath (local radio show)
- Bob: followed up with the Chamber of Commerce, things are moving forward
- 2021 Events committee
 - First six months will be a virtual plan
 - Some videos already exist (Mike Gillis has a video on Youtube), can be posted on the website
 - For 2023, publishing a book on the history of Dover with a link to virtual guides
 - Developing a series of walks of historical neighborhoods
 - Get suggestions for physical events to Cathy and Andy
 - Need to review cost/access to an enterprise Zoom license
- PM Team:
 - Kickoff event will be held as soon as in-person events are able to be held again
 - Kickoff event to be coordinated with the 2021 Events committee
 - Non-profit status, logo
 - Plaques for homes/places of importance, add a QR code for linking to website

Subcommittee Expectations:

- Read your emails
- Reports due to Nicole on the Wednesday before a committee meeting



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- All subcommittees need to meet at least once per month, in person or virtually
- Contact the PM team if you need help with engagement, getting unstuck

PR Communications Team:

- Who is the contact at Kennebunk Savings? Karen to send to Angela
- Ornaments should be on sale by October; decisions on where and when to sell will be made at the next meeting
- Need a 400 for 400 update, all finance info to be obtained from the city and distributed to the committee members

Next Meeting: September 24, 6:00pm

Meeting Adjourned, 6:58pm