

Andover 175th Anniversary Committee
Virtual Agenda
Tuesday, February 2, 2021, 5:30

- Review and accept unapproved Minutes from January 5th, 2021
- Contact List of People Who Want to Help/Volunteers
 - Review & approve letter to volunteers
 - Email all contacts (everyone's email would be included – will blind copy work)?
- Facebook
 - Post activities being considered on FB to get people interested?
 - Activities will need a link
 - Create a donor-box on FB to ask for donations (Linda)
- Shirley:
 - Will Sunshine Stampers donate thank you notes for committee?
- Regarding Bands:
 - contacted Elaine – No, Keener band will not play for free
 - contacted Paula King – yes, will play!
 - Linda – contacted Eric Kopp band?
 - Shirley – contacted Paul Tamburro band?
- Scott Yeomans
 - Emailed Andover history summary for review
- Emailed State Trooper Tetreault
 - Apprise of situation /what is needed for security
- Andover Lake
 - I emailed Mike Burke – he's is happy to be involved.
 - Current contact for Andover Lake
 - Lake has 1st meeting next week – will discuss
 - Lake has sub-committee (Activities, Outreach and Beach Committee)
- Dianne – information on book discussion pre-celebration?
- Linda, Annmarie, Susan – update:
 - Ornament
 - Historical Commemorative calendar
 - T-Shirts
- Three Forms sent to Jeff Maguire for review.
 - Donation receipt for cash/checks/goods/services
 - Equipment donation form

- Donation tracker form (if needed)
- Asked if donation is Gift or Service – do we need “Valued AT” amount?

New Business

*What is our correct name? Andover 175th Anniversary Celebration Committee or Andover 175th Anniversary Committee? Do we need to add CT (Andover CT 175th Anniversary...)?

- Sample costs for online t-shirts (over 100)
 - Customink.com White = \$4-\$6
 Black = \$5-\$7
 - UrbanPrints \$5.70-\$11.00
 - RushOrder Tees \$770.13 white or color

- Review establishing the AES & RHAM contests for Ornament & Posters/Pictures for Calendar:
 - When we want to begin contest?
 - Do we want to give a gift to honor contestants or honor with names in Time Capsule, in Newspapers, printed on Calendar, etc.?

- Approve letter to Volunteers.

- Discuss timing for Celebration based on events (weekend/week?)

- Donation for Time Capsule * Plaque?

- Start thinking about what we want included & where to purchase Capsule & Plaque
 - Time Capsule
 - <https://www.universityproducts.com/stainless-steel-time-capsules.html>?
 - Do we want the capsule buried?
 - Who buries it? Who plants the trees?
 - Plaque?
 - What should be written on Plaque
 - <https://www.plaquemaker.com/granite-plaques?quantity=1&production-style=2&print-color=8&layout=1&mounting=1&size=11>

- **Next Meeting... Tuesday March 2, 2021, 5:30**