**Andover 175th Anniversary Committee Agenda**

**Zoom**

**September ?, 2022 5:30**

* Call to Order
* Accept August Minutes

Need to sell products now!

Farmers Market

February Senior Fundraiser

Town Hall

Voting Day

PTA

Halloween Event

* *Sent Thank you letter to A&R and Benjamin Franklin with donation receipts*.
* Review Forms
* Summary Status Report for August
  + Plaque - done
  + Calendar – done
  + Ornament?
  + Cookbook - in process – where are we?
    - Cookbook intro
* Item needed to sell at Farmers Market, Town Hall, Andover Events
  + - Calendar
    - T shirts
    - Ornament
    - Cookbook
* Rec Commission Amazon purchases?

How are we selling these Tours? Tickets?

* Garden Tour
  + - June 10, 2023 (Donna Arsenault)
      * 4 gardens (date & places)
    - Joan making brochure
    - Carrie Crompton Garden (TBD)/ help from Louise?
* Cemetery Tours
  + Which, when, time
* Historical Homes & Buildings Tour
  + Number of homes/buildings
  + Date/Time/Route/How long
  + Need volunteer driver
* Rail Trail Hikes
  + Marianella/Louise
  + Nature Walk – Carrie
* Project List Update
  + Estimated cost to date – Robert is helping with account
  + Project List Attached
  + Still need donors
    - Ryan & Wendy – 175th will promote Funky Monkey Charity at our event
    - They will help us?
* Balloon Arch Entrance? ($60?) Party City
* Has everyone posted our brochure and donation link to their FB page?

Next meeting ???

**Still Needed:**

* A tent for CERT
  + They will handle the traffic
  + AFD should have sand-by for an emergency.
* Handicap Parking Signs
  + Is this AFD?
* Letter to Volunteers – Staff for Festival Day
  + Will email letter once we have secured donations
* ow HPort-a-potties needed – 4 (or trailer with sinks)
  + 1 to right of entry door
  + 3 behind school
  + Ameri-loo will not donate
  + Or 1 porta trailer behind school
  + \*Need Handicap Porta Potty
* Need handwashing station

**Dedication Day – May 18, 2023**

* + Refreshments?

**Festival May 20, 2023**

* + Generators – need 2-3 @ 6,000 wattage
  + Volunteers
  + Porta Toilets (plus Handicap)

**ADDITIONAL QUESTIONS - Review Summary Report**

* ~~Donation pails at Library, PO, Town Hall~~
  + Tom Talbot ( agricultural data for Home & Buildings tour)
* Library Book Reading
  + Still an option? Maybe fall or winter?
* ~~Add Magic at Festival (Richard Rothstein)?~~

**Minutes for 175th Anniversary Committee 08/09/2022**

Members in attendance:

Catherine Magaldi-Lewis

Shirley Deflaviis

Linda Armstrong

Joan Foran

Annmarie Daigle

Sue Slater

Tina Wilsey

Members excused: Marinella Chalfant; Cathy Palazzi

* Meeting called to order at 5:33 by Catherine.
* Shirley presented her progress with the recipe book.
  + She has @75 recipes and is still collecting.
  + Discussion was held about cover design
  + Catherine volunteered to write an introduction for the cookbooks.
  + Cost was discussed- Shirley said cost estimates for printing is not more than $1000.
    - Shirley agreed to pay for the cookbooks up front. She will receive money back
    - from the sales up to the amount spent.
  + Discussion was held about where recipe books could be sold- farmer’s market, craft fairs
  + Discussion was held about including memories from past residents and previously printed recipes.
  + Tina will help Shirley when she is ready to upload and create the books. Tina is also collecting memories through Facebook.
* Catherine reported on sponsorships. She has visited businesses in town and left collection buckets. She also plans to attend the next B.O.S. meeting.
* Catherine discussed progress on Tee-shirts. She found a less expensive option. Marinella was absent, so discussion was tabled until a future date.
* Linda reported on ornaments. Ornaments are ready to order. Cost will be @$550 for 100 ornaments. Linda is just waiting for funding. Ornaments could be sold for $5.00 each.
* Linda also reported on the calendars. She is getting a quote from Staples later this week.
* Sue secured a spot at Over AndOver from Wendy Kopp to sell our items.
* Festival Day
  + Catherine suggested adding a magician. She will find the cost.
  + Will we have a band? The town is installing a P.A. system that could be used for music
  + from Spotify or Pandora.
* Carrie Crompton and her band will play at the dedication on May 18, 2023.
* Catherine left information at RHAM High School regarding youth volunteers.
* Joan wondered if there was an estimate of how many people may attend the festival. Sue gave estimates from past school events. Annmarie estimated the 100-150 kids attend the Rec commission Halloween event.
* Catherine has met with Valerie Bruneau at Andover Elementary School (AES). AES will have a committee of students and staff to:
  + Make posters
  + Create time capsule
  + Carry banner in Memorial Day Parade
* Catherine and Valerie will find a place at AES for planting the new tree that the committee will acquire.
* Sue expressed concern over the building timeline for the new community center. Will construction interfere with the festival? Catherine will find out.
* Discussion was held on the plaque for the tree. The cost is $175 for 8” X 10” plaque. Catherine paid the deposit.
* Catherine has reimbursement forms for anyone who pays out-of-pocket for an item.
* Catherine explained that the grant from The Hartford Foundation arrived but was improperly made out. She turned it over to Eric Anderson for him to fix the error.
* Annmarie discussed the Rec commission’s involvement in the final event at Andover Lake on June 24, 2023. Rec commission will handle everything.
* Summary note:
  + Generator- Joan talked to the fire department Chief Mindy.
  + AFD did not have a suitable generator for festival needs.
  + Town Hall also does not have a generator.
  + Sue volunteered her generator if they can repair it.

Inflatables

* Joan said AFD can sponsor the inflatable slide.
* AFD will also bring a firetruck and fire safety items for children.

Garden tours

* Joan reported that Carrie Crompton wants to offer tours of her gardens.
* Donna Arsenault is in charge of the garden tours that Andover Congregational Church will be holding. The Church will be selling tickets at Andover Landscaping and Over AndOver

Discussion on how to honor sponsors-

* + - -1 giant poster?
    - thank you notes?
    - -both?
    - Annmarie will handle thank you poster.

Cemetery tours

* Joan asked about lantern tours of cemeteries. Joan volunteered to
  + - Make a brochure for Townsend Cemetery.
    - Cathy Palazzi has information about Cider Mill Cemetery.

Food Vendors

* Sue reported that she has 2 food trucks and 1 ice cream truck lined up for the festival.
* Catherine asked if we need written agreements with food vendors and if they are supplying beverages. Sue said no agreement is needed and she will look into beverages.

Port-a-potties

* None have been donated yet. Sue and Catherine are researching cheaper rent.

Volunteers

* Catherine is looking for volunteers to run events like trail walk.
* Tom Talbot is creating a brochure for the home tours.

Book discussion group

* Linda will talk to the Library about hosting a meeting.
* At 6:46 Sue made a motion to end the meeting and Catherine seconded.