

Andover 175th Anniversary Committee
Virtual Agenda
Tuesday, September 8, 2020, 5:30

Zoom Directions:

Join by computer: <https://us02web.zoom.us/j/81980494855>

Join by phone: +1 646 558 8656

Meeting ID: 819 8049 4855

Passcode: 870166

- Review Member List
 - Elect Secretary & Treasurer
- Ensure Everyone has Current Documentation
 - All initial paperwork from Diane (copy of NTW Week, etc.)
 - Any Additional List of Ideas
- Discuss member's strengths
 - Expertise in certain areas
 - Knowledge of Andover
 - Background in History or Familiarization with Andover History
 - Use of Scott Yeomans – meeting at Historical Museum
 - Familiarization with For Creation
- Review Draft Forms for:
 - Donation form
 - Donation Tracker List
 - Receipt of Donation
- Additional items to discuss?

Questions for Jeff

1. Do we need a non-profit Tax number?
2. Do we need a tax deductible form for donors?
3. If donation is Gift or Service – do we need “Valued AT” amount?
4. Is separate form needed for Equipment Donation (tents, popcorn machine, etc.)
5. Review all forms for accuracy/meets town treasurer needs
6. Do we need a receipt for donors or is “thank you” letter for donation enough?

For Next Meeting...

- Review All Ideas
 - Select best of ideas
 - Submit any new ideas
 - Discuss contacts members might have
 - List of people willing to help