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 from 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