

375<sup>th</sup> Anniversary Full-Committee Meeting  
February 28, 2022 at 5 PM  
Andover Town Offices

**Attended:** Buzz Stapczynski, Chm., Tom Adams, Committee Clerk, Bill Pennington, Rich Padova, Melissia Litton, Susie Pokress, Joann Michalik

**Staff:** Ann Ormond

**Buzz Stapczynski:** Opened meeting; no roll called; no correspondence; no public attendees. Review and approval of past meeting minutes discussed. Joann M. cited an error in Jan. 19, 2022 meeting notes – a missing attachment. Ann Ormond will fix. A motion made to approve January 19 and February 7, 2022 meeting notes. Motion passes.

**Ann Ormond:** reviewed current budget and measures she's taken to make our forecast accurate. Discussed possible use of funds remaining in Andover Day budget. Ann will have an update for our next meeting.

**Joann Michalik:** Townsman thank you ad missing names on the list of sponsors/donors. Lupoli wanted to be listed as 34 Park. Need more sponsor recognition. To fix the issue with the ad, Buzz suggested including a full, correct list in a town mailing that reaches all Andover residents (water/sewer bill); Tom Adams suggested we post a full, correct list on our websites and email those who we missed in the Townsman ad.

A video dedicated to our sponsors could be produced, sent to each sponsor and posted on the 375th web site.

**New England Spring Classic Car Show**

**Tom Adams/Ann Ormond:** Meeting of Town Dept. heads on March 1<sup>st</sup>. Meeting with ACHC on Feb. 27<sup>th</sup>. ACHC event form submitted for approval. Joann M. advised that Cambridge Isotopes was listed as a First Night sponsor.

**Joann Michalik:** As the meeting facilitator, Joann went through a weighting process analyzing the events planned for the balance of the 375<sup>th</sup> Anniversary celebration – Memorial Day Parade; Sponsor/Volunteer thank you event; Walking tour of historic downtown churches/Concert at South Church; MHL Presidential Memorabilia Exhibit; Veteran's Breakfast; MHL Presidential Memorabilia exhibit and the New England Spring Classic Car Show. The car show will be the final event. The weighting process ranked each event based on such factors including cost, number of volunteers required, potential audience size, relevance to the 375<sup>th</sup> etc. Joann's email dated March 1, 2022

and the results of the prioritization of our final events for the 375 Anniversary are included as attachments to these minutes.

Memorial Hall library has approved the exhibit. Rich Padova is coordinating.

**Melissa Litton**: Ryan Wheeler, an archeologist at Phillips Academy, Peabody Institute is a noted authority on the indigenous peoples who preceded the English. Melissa is trying to get him to do an event for the 375<sup>th</sup>. She will also touch base with John Hess, President of AVIS.

**Sponsor/Volunteer Event** – holding space as a place holder at Old Town Hall for June 16, 2022. Looking at 15 sponsors. A suggestion was made that the event be held at Phillips' Peabody Museum. Buzz suggested a separate thank you event for town volunteers to be held at the new town yard – a lunch time BBQ with a budget estimate \$800.

Next meeting Monday, March 14, 2022 at 5 pm at Town Offices.

## Ann Ormond

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**From:** jcmichalik@comcast.net  
**Sent:** Tuesday, March 1, 2022 9:03 AM  
**To:** 'Buzz Stapczynski'; 'Lori Padova'; Ann Ormond; 'Tom Adams'; 'Melissa Litton'; 'Susan Pokress'; 'Joe Halpern'; 'Bill Pennington'  
**Cc:** Alexander Vispoli  
**Subject:** RE: Next events  
**Attachments:** QFD on final events.pdf

Hi all,

Attached is the prioritization of our final events for 375<sup>th</sup> Anniversary. I have highlighted in the attached file what we discussed as our final events. Getting dates and budgets will be important to deliver these – mostly during the May/June time frame.

Prioritized list:

1. History walking tour of churches combined with South Church /Fanfare (concert from 1<sup>st</sup> Night). Rich to Lead
2. Event for Sponsors and “private” Volunteers – need to find a location (Ann is securing Old Town Hall as back up on June 16<sup>th</sup>) – Possible alternatives include PA, LANAM or other historical site. Melissa will follow up with PA. Joann will check in with Sponsors to understand how many will join us.
3. Display and Talk in Memorial Library on Presidential visits (Washington, John Adams, Franklin Pierce, Calvin Coolidge, George Bush, George W. Bush and JFK) – Rich did I miss any? – Rich to lead
4. Event for Town Workers of Community Day and 1<sup>st</sup> Night- BBQ on a Friday in May or June for Town Employees who worked our events
5. Car Show – Working with Andover Center for History and Culture to hold event – While this did not make our top selection, we are committed to this event through our promises to our sponsors. Ann will work with ACHC to avoid sponsor conflicts. Joann will contact Dunkin Donuts to confirm their continued commitment to this event.

Based on last night’s meeting and the above selection, I will generate a Sponsor’s Newsletter to communicate our final events with the help of Tom and Buzz.

Thanks all for your active participation in this exercise – We now can move forward with our final fun event!

Joann



Event	Date	potential partner	Criteria										total	Ranking	Est. Cost	
			low cost	minimal # volunteers	Reach biggest audience	relevance to 375th Anniver.	Supports Sponsors	Supports Volunteers	low effort, cost of adverti-	high reward/recognition						
			5	5	3	5	5	2	1	5	4					
Memorial Day Parade, May 30,	30-May	Town	9	1	9	3	0	0	0	3	0	107		zero cost, content volunteers, possible PA location	??	
Event for Sponsors	16-Jun		1	9	1	9	9	9	0	9	3	173	2			
Event for Sponsors & Volunteers			1	3	1	9	9	9	9	9	3	152	4	Friday BBQ for Town Volunteers	\$400	
Walking history tour of churches		ACHC	9	9	1	9	0	0	0	9	3	195	1	Combine w/So Church	3500	
Presidential memorabilia in Library		Library	9	9	1	9	0	0	0	3	1	157	3			
Continental breakfast/open breakfast 3 <sup>rd</sup> , 7 <sup>th</sup> and 5 <sup>th</sup> graders to create historical essays, poems, or posters	6-May	School	1	1	3	9	3	3	3	1	3	90				
Native inhabiance, the area before the English with AVIS or ACHC		Other	9	3	3	9	0	0	0	3	3	141	5	Brian Wheeler, Phillips Acad and John Hess		
Car show with ACHC	June	ACHC	3	3	9	1	3	3	0	3	3	95				5000
South Church music/fanfare		South Church	3	9	1	1	0	0	0	9	1	117				
Music Weekend			1	1	3	1	0	0	0	3	9	75				
Walking tour of Churches with Fanfare			3	9	1	9	0	0	0	3	3	135				

