

375<sup>th</sup> Anniversary Full-Committee Meeting  
March 28, 2022  
Andover Town Offices (In-person)

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

**Buzz Stapczynski:** Called meeting to order at 5 pm EDT; roll called; no correspondence; no public attendees. No recording Melissa Litton advised that she has communicated with John Hess, President of A. V. I. S. regarding Ryan Wheeler, Peabody Museum of Archaeology presenting at the A. V. I. S. Annual Meeting on April 12, 2022.

**Buzz Stapczynski:** led meeting-long discussion of remaining four (4) 375<sup>th</sup> events.

1. Sponsor Thank You Event: The reviews of our tour of the Peabody Institute (Museum) were overwhelmingly positive from each committee member who was present at the March 23<sup>rd</sup> tour. It is a spectacular classic building with all or most of the accouterments we'd likely need (i. e. Table tops, chairs, tables, A/V, speakers etc., sufficient parking and freedom to decorate, as needed.

We met with Emma who assured us that staff will be available to conduct tours of the building and view historical artifacts; Ryan Wheeler will make remarks on our local Indigenous peoples; and the 375<sup>th</sup> can make whatever remarks, introductions or announcements we'd like. All of this will be provided gratis and there is no fee for the building. They will even supply a .jpeg for our invitation.

- In lieu of a building fee, **Buzz** suggested a monetary contribution, in some form, should be made to the Peabody Institute.

We did a count of those sponsors, donors and volunteers we need to invite. The tally was approximately 100 potential guests. Maximum fire code capacity of the two front rooms our reception would use is 120 people. The collective feeling is that there would be 10-15% of the invitees who would not attend. Given that, we would entertain 85 guests.

**Tom Adams** suggested that we have an insert in each invitation indication the number of total guests allowed. The consensus is that we should find a mechanism that works.

**Melissa and Susie**, respectively, are following up with the Peabody Institute and catering & Beverage vendors and with Buzz, sorting out what we need to satisfy the town's liquor licensing requirements. **Tom Adams** will write the copy for the invitation.

2. Discussed this coming weekend's (Sunday, 4/3) Presidential Visits exhibit/presentation coming up. **Rich Padova** has all of it well in hand. All curious to see if the Townsman picked the article up for this week's paper.
3. Historic Church Walking Tour/South Church Concert: **Rich Padova** feels confident the script development for the walking tour is on schedule with Martha Tubins at the Andover Center for History & Culture.

The meeting's closing topic of conversation were the final housekeeping items left for the 375<sup>th</sup>. First is a journal (book) chronicling each of the 375<sup>th</sup> events.

background/bio/responsibilities of each committee member, the challenges we faced and a behind-the-scenes look at how we got things done, a donor/sponsor/volunteer thank you acknowledgement (same for Town depts. & staff), a letter from Buzz (and Paul?) and a letter from Andrew Flanagan and Alex Vispoli and a picture of the full committee including Andrew, Buzz and Ann. All agreed to prepare a write up on themselves and their committee duties and get the copy to Tom Adams, who will write the journal. No timeframe was discussed.

**Buzz** called for a motion to adjourn. **Melissa Litton** so moved and **Tom Adams** seconded. Meeting adjourned at 6:35 pm.