

375th Anniversary Full-Committee Meeting
April 25, 2022 5 PM
Town Offices (in-person)

Attendees: Buzz Stapczynski, Chm., Tom Adams, Clerk, Susie Pokress, Joann Michalik, Melissa Litton, Rich Padova, Bill Pennington

Staff Present: Ann Ormond

Buzz Stapczynski: Called the meeting to order at 5 PM. Called role; no public participation or correspondence/citizen input. Minutes from March 28 & April 11, 2022 Full-Committee meetings approved.

Event Status/Buzz:

Donor/Volunteer Appreciation Event

Melissa: Emma, our primary Peabody Museum contact will return from her honeymoon on or about Monday, May 2nd.

- Phillips will be closed and unable to provide Servers/Wait Staff
- 375th in touch with possible vendors for catering
- Phillips/Peabody Museum will supply high top tables and A/V equipment, linens (for a minimal charge)
- The Peabody has supplied their .jpeg for the 375th Save-the-Date postcard for \$0 fee.
- No private tours behind-the-scene tours; The Peabody will display artifacts and have 2-3 staff on hand to explain their relevance. The artifacts will focus on indigenous peoples and Lucy Foster.
- Catering: In discussions with Yella, 34 Park (can provide food, beer and wine for - \$10,000), Andover Town Market and Dish (they do not provide servers).

The estimated cost of the event is now \$14,000.

Melissa: Asked what publicity is planned for the event.

Tom: Answered "None. It is a private party. It is not something that requires publicity." Buzz concurred.

Buzz: Does the Peabody have a prep area for the food service? Can we stage in the basement? Question for discussion

Joann: Want to get the Save-the-Date out quickly, the first week in May. Joann said she will email her contacts and give them a heads up to watch for their invitation. Joann will send Tom a draft for editing. RSVPs for the Save-the-Date will go directly to Joann.

Ann: Asked if we are giving favors to event guests; and special favors to largest donors. Concurrence on it being a good idea. Need to determine what favors are appropriate.

Joann: Sean Murphy, Andover TV will provide music/playlists for the event.

Buzz: Asked what genre of music will Sean provide. **Melissa** said she would find out.

Melissa: Sean Murphy, Andover TV will tape event.

Historic Church Walk/South Church Concert:

Rich: Event starts at 1:30 pm at Christ Church on Saturday, June 18th. Some discussion about starting and finishing at South Church. The concert at South Church starts at 3 pm.

Buzz: Use Farmer's Market to get the word out.

Melissa: There is a Community Info table at the market.

Classic Car Show:

Tom: General update.

- ACHC landed its first sponsor
- 375th sponsors will be positioned banners etc. below ACHC sponsors so as not to minimize ACHC's ability to attract sponsors of their own.

It was suggested that the 375th pay \$2,500 for the event police detail. Tom moved that the committee approve the expense; Joann seconded. Motion passed unopposed. **Ann** will let Elaine at ACHC know. **Ann** also will split the custodial expense from her budget.

Joann: Offered to help ACHC with fundraising. She will contact ACHC directly.

Buzz: Next meeting May 9th. Called for a motion to adjourn. **Joann** so moved; **Susie** seconded. Meeting adjourned at 6:40 pm.