

Henniker Community Profile Meeting
FINAL MINUTES
March 12, 2009
6:30pm – 8:00pm
Henniker Community Center

Attendees: Mary Ellen Schule, Jim Crane, Jim O'Rourke, Lia Houk, Chad Carter, Louise F. Cyr, Michele Gagne, Lisa Lamphere, Amanda Gilman, Cheryl Morse

1. Review and approval of 2/9/09 minutes and 12/8/08 minutes. Both minutes approved.

2. NEC class: Service, Citizenship and Community

Amanda spoke at a class at NEC last week and she generated a list of 8 students who have 40 hours of service to perform. She got 1 student who is a definite for facilitation. Action: Amanda will think about other volunteer opportunities for a couple of students for the weekend.

3. Funding:

Got \$500 from Rotary and the town accepted this donation.

Action: Jim will write a formal thank-you to the Rotary. Amanda will contact Rotary and offer to speak to them. Jim and Amanda will talk about this.

4. Marketing: update by sub-committee

Discussion about posters around town.

Action: Amanda will take posters to town meeting on Saturday. Also, some info will be placed in every seat at town meeting on Saturday. Amanda and Lia will talk to Wayne and co-ordinate the announcement at town meeting.

Villager Press Release: got the press release back. It is too early. Will send to them when the time gets closer. The town planning board is will to pay for an ad. Will we be able to use the money for any other publication?

Action: Amanda will get press release to Villager the third week of March and emphasize that the response is due by April 1.

Other discussion about the Smart Woman which still goes to everyone's house while Villager does not.

Action: Amanda will e-mail Laura to find out some more information and find out where the best place to put an ad might be.

Flyer: On the flyer, it says that RSVP is available online. Chad said that there is an online web application, and will take care of these.

Mary Ellen said that information could go out in the White Birch Bugle.

Action: Mary Ellen will give to Amanda Pat's e-mail and Amanda can get information to Pat. For seniors, a drop box could be placed at White Birch.

The Outlook has a due date of March 25th. The info in the Outlook will be an announcement, asking people to RSVP if they haven't.

Letters to the Editor: Barbara will do one and go over it with Amanda.
Concord Monitor: Town Crier: Jim will check with Holly Baum about the deadline and check with her. We would like to see it by 4/10.

Flyer: Schedule of distribution: who, when, where.
1,500 flyers are available. People will take a stack and canvas neighborhoods and begin to pass them out. Idea is to distribute on Saturdays at Edmunds, Sundays at the dump. Are there basketball games? Baseball evaluations are in the fieldhouse.
Action: Mary Ellen will put flyers in the pharmacy. Jim will put them in the school. Cheryl will put them in the bank. Rebecca will put them in Cabin Fever.

Regarding Edmunds and the dump.
Action: Amanda will send out an e-mail. Best hours? First two hours at Edmunds and last two hours at the dump. Amanda will go to the dump on Sunday 3/15 and will send out an e-mail to request help on the next two Sundays.

Other Marketing items
We can't afford to get more flyers printed.

5. Telephone Invites:
Michelle will send out the list to the new members and they can call people who are not on the list.
Discussion about the script by Lia. Some people might like to know what happens after the gathering. The report after the conclusion of the event goes to the steering committee. We will have one meeting after the event. It takes several weeks to put the notes together and the town gets a document and it also gets put in the library. and generally a document gets compiled and can be put in the library. At the follow up meeting, there will be project groups formed.
Plan when to call by? Complete calls by March 31st. Can begin to make them ASAP.

6. Food
Estimate of number of people is the biggest concern. Theresa wants to know how many people to plan for. Assuming Saturday will have less people than Friday evening. Planning on 150-200 for the spaghetti. Saturday usually has less people. 150 may be plenty.
Action: Amanda will tell Theresa to plan for 100-150.
Michelle went over the schedule. Lunch on Saturday is 12:45-1:30PM. Michelle will e-mail a final version of the schedule.

Action: Jim will confirm DD donation.
Action: Jim and Cheryl will talk to Pete at the Harvester to see if he can help with either plastic utensils or beverages.
The goal is to try to get all the contributions we can, and pay for the rest.
Jim will be responsible for getting the food for Saturday morning breakfast and break.
Action: Jim will ask DD to do this.

If we ask a little bit from each local business, then we may get more donations and they will get recognition.

Some more discussion about the beverage that McDonald's gives out and the napkins that Hannaford's provides. Cheryl made note of this.

Lia wondered about paper goods for recycling and leftover food and she may pursue this. She will bring recycling bins.

Conversation about the potluck and being willing to live with whatever potluck is received. We will not try to supplement the salads or dessert.

7. Childcare

Mary Ellen brought a childcare form and said that numbers are needed before hand to plan on adequate numbers of volunteers.

Action: Chad will put this form on the website if possible.

Form will be available on the 17th and 18th.

Action: When people make phone calls, get information about childcare and find out if when it is needed, Friday night and/or Saturday. Will speak more about childcare on April 6th. Amanda will put the address on the bottom.

We don't know where the childcare is happening yet. Think about what room can be used. Will figure this out on April 6th, when the ages and numbers are known.

Mary Ellen is planning on having one staff member for the childcare and supplement the rest with volunteers. Cost would be about \$10/hour.

8. Transportation:

We don't have a formal plan. Once we know who needs transportation, Jim will put together a transportation group and get people picked-up. We want to let people know that they can make a reservation for transport and then they will be picked up

9. Forum Facilities Checklist

Signs: Map to the classrooms and rooms labeled inside so people know where to go and in case people come in late. Michelle provides signs for the rooms. The committee members put up signs outside so people who don't know the building can be directed from the outside. The need is eleven classrooms and a general meeting room.

Action: Jim will talk with Michelle and they will figure out what they need.

Friday night: 11 classrooms. Saturday they need fewer.

Needs are that signs are at every major entrance. May leave some of the more confusing entrances blocked.

Action: Jim will get a map of the building to Michelle.

Setting up the cafeteria: Planning on hiring a janitor?

Action: Jim will take care of hiring a janitor and that there will be food service people there.

Staging room will be off the cafetorium. The stage is a good space too, for facilitators to get

Set up: When will this be? When can we set up? From the time the kids leave at 3pm, rooms will be set-up up, individual classrooms are set up as a semicircle. Facilitators will be brought together at 5pm.

Action: Jim and Michelle to tour the school some day. They can figure out how many custodians. Microphone and AV stuff- Jim will take care of this.

10. Facilitators:

Michelle said that people who are interested from town should come to the training.

Training will be at the school on: Monday, April 13th. 6:30pm -8pm.

Plan for 20 people for training, chairs in a semi circle.

Action: Jim will get this set-up. Action.

People from the committee are asked to attend.

11. Other Presenters:

Historical presentation: bulletin board, will consider powerpoint. The presenter knows she has 15-20 minutes.

Action: Amanda will confirm what the presenters are using. Recommend that she will use a projector. Laura also might need the projector also. She will be asked to say something about the master plan process. How the planning board will use the information gathered.

Do we want to put up a map of the town, conservation information? Martha said that she will take care of this. Leave a slide show up? Martha has physical maps.

Digital tax mapping? Amanda will check with Peter about this.

Amanda will check with her grandmother to see if the historical society has any map.

Michelle wants to have some information about the cooperative extension.

Census Info:

From Employment securities, the community profile that is online from the state of New Hampshire. Want to hand this out.

Michelle will get a copy of the agenda and the community information page that is online at registration.

12. Other Business

.Michelle e-mails an electronic survey to let her know how it went.

Michelle has about 6 questions on her survey.

Some communities collect demographic data. It was decided that we are not going to collect that kind of data. General map and put a pin up where you live so we have this information..

Action: Michelle will e-mail Martha and ask her to set this up.

Michelle facilitates a two-week follow up. This is made up of the 5-6 project groups that emanate from the meeting. She helps them to get started.

Follow-up meeting: 6:30pm-8:00pm school cafeteria Monday: May 4, 2009. 50 people are expected at this meeting and Jim will take care of the set-up.

Facilitator Meeting April 13, 6:30pm -8:00pm at the School.

General Meeting: April 6th 6:30pm – 8pm. Community Center.