

## Henniker Community Profile Steering Committee Meeting Minutes, Draft – December 8, 2008

**Distribution/Attendance:**

<b>Name:</b>	<b>Committee(s):</b>	<b>Attended</b>	<b>Town Affiliation</b>
Lia Houk	Invitations	X	Recycling
Stephanie LaVallee		X	Cons Comm
Jim Doremus			White Birch
Ed Miner	Small Group Disc. Leader		PB
Jim Crane	Regist., Site Logis., Food, Childcare/Transp.	X	SAU
Chad Carter	Invitations	X	Citizen
Lori Runksmeier	Publicity/Marketing	X	NEC
Jim O'Rourke	Invitations	X	Athletics
Sadie Puglisi		X	UNHCE
Thom Linehan			UNHCE
Martha Sunderland	Treasurer	X	Cons Comm
Cheryl Morse	Food	X	Selectmen
Amanda Gilman	Chair	X	Solid Waste
Margaret Murphy-Fellows			PTA
Jenn McCart			Citizen
Jon Evans			Historic District
Chip Sullivan			Citizen
Joe Morette			Citizen
Steve Connor			Road Mgmt.
Susan Murray			Citizen
Rebecca Werner Maccini			Citizen
Sheila Mitchell			
Paul Baker			
Laura Scott			Planner
Michele Gagne			UNHCE

- 1) Meeting called to order at 6:37pm
- 2) Attempts to appoint a secretary at this time failed. Group consensus was to ask Peter Flynn for a secretary from the town if the budget allowed. Cheryl Morse to speak with peter Flynn. In the interim minutes were kept by Cheryl Morse and typed by Amanda Gilman.
- 3) Minutes from 11/10/08 reviewed. Motion to approve minutes from Jim Crane, seconded buy Martha Sunderland and passed unanimously.
- 4) Location and logistics of event:

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- a. Jim Crane reported Henniker Community School is available for April 17-18 and he is working on the final paperwork to secure the location. Cafeteria and janitorial staff will be available as well.
- b. Babysitting: Jim Crane to speak with Jim Doremus the White Birch representative to the steering committee.
- c. Transportation: Possibly needed for Rush Square, the group was unsure if it is needed for any other areas. This will be readdressed at a later meeting and discussed with Jim Doremus as well.

5) Budget

- a. No funds are available from the town. The planning board did budget for one add in a newspaper.
- b. Discussion ensued around total budgetary needs with concensus on a minimum of \$1500. This includes one mailing to postal patrons for an estimated cost of \$400 for postage only. Copying costs are an additional \$300 approximately from FedEx Office / Kinkos. It was also suggested that at least \$500 would be needed for food in addition to food donations by businesses.
- c. Stephanie LaVallee suggested checking with the towns non-for profit groups for donations. The group agreed and Stephanie will follow up on this with the exception of the Rotary Club, which Jim O'Rourke will pursue.

6) Historical Overview: Pete Gilbert was contacted but is unable to attend. He is very willing to share his historical knowledge and slides with another interested party so they might present the overview. Jen Connor was suggested as a possibility for this person. Other possibilities include Nancy Foley and Martha Taylor. Amanda Gilman to pursue this further.

7) Invitations: Chad Carter & Lia Houk. Given the limited budget, group consensus was to not send out individual invitations. Instead the steering committee members would make personal phone calls to the people on their guest list, assuming that each member would be calling around 20-30 people. It was decided that this too had the added benefit of a personal touch.

8) Publicity / Marketing: Chad Carter, Jim O'Rourke and Lori Runksmeier. This sub-committee will develop a plan and timeline for the next meeting. The steering committee decided publicity should include:

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- a. Henniker Community Outlook article – Chad Carter to check with Nicole Gage on the deadline for this. Expected publication in February could be the first announcement to the town on the event.
  - b. Town Crier in the Concord Monitor – Jim O'Rourke to check with Holly Baum
  - c. Posters – Lori Runksmeier can have posters printed at NEC print shop
  - d. Press Releases in local newspapers
  - e. Add in local paper funded by the planning board
  - f. Announcement at local churches
  - g. Mailer to Henniker's 2202 postal patrons: discussion ensued on the timing of this mailer, with consensus on the first week of March and an RSVP of 2 weeks prior to the event. Jim O'Rourke to check with Michele Gagne of UNHCE on their suggested timing. The sub-committee will also design a rough draft of the mailer for January meeting.
  - h. Website / Email address: Plan to have a website if possible or a link to information about the event from the town's website. Also need to obtain an email address to aid in RSVP's for the event. Chad Carter to speak with Peter Flynn about this.
  - i. Guest List / phone invites: by all committee members to help ensure representation from all of the towns demographics.
  - j. Watman's World – Committee to see if Tom Watman would be interested in including the Community Assessment in one of his articles
  - k. Announcement at Town Meeting in March to be made by Jim Crane. The group discussed also a possible handout at town meeting as well.
- 9) Guest List: The list submitted by committee members and compiled by Michele Gagne still has many holes. The group came to an understanding that the purpose of this list was to ensure that all of the town's demographics would be represented. This would be accomplished by a personal phone call invitation from committee member to all of the people on their guest list. Each committee member was asked to go over the groups on the list again and fill in names of people that should be personally invited. At the next meeting, committee members will compare lists to ensure all groups are represented and that duplicate phone calls are not made.

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10) Facilitator Training

- a. April 6<sup>th</sup> 2009 at the Grange Hall was decided upon
- b. The committee was unsure of the details of this training as well as who should be included. Amanda will check with Michele Gagne to see how many facilitators the committee needs to supply, as well as the other details of the event.

11) Attendance: Only 9 of the 25 steering committee members were present at this meeting and approximately the same number present at the November meeting. Amanda Gilman will email the group to try to encourage participation at the January meeting

12) Future Meeting Dates:

- a. Monday January 12<sup>th</sup> 6:30-8pm at the Grange Hall
- b. Monday February 9<sup>th</sup> 6:30-8pm at the Grange Hall
- c. Monday March 9<sup>th</sup> 6:30-8pm at the Grange Hall
- d. Monday April 6<sup>th</sup> Facilitator Training at the Grange Hall

13) Meeting adjourned at 7:47pm