

Candia Community Profile Steering Committee Meeting

Monday, March 21, 2016
7:00 pm – 8:30 pm
Candia Town Hall
74 High Street
Candia, NH

Meeting Notes

In Attendance:

Molly (UNH-CE)
Susan W.
Mark
Donna
Emily
Sue Y.

Debrief on facilitation training:

- Everyone seemed to find the training helpful and informative.
- Molly let the committee know that she reached out to the regional planning office to ask if any of their staff would like to participate, so hopefully we'll be all set with facilitators and scribes for the event.
- However, if you know of a community member that is interested in participating please let Casey know.

Subcommittee Reports:

- Food
 - At this point, we are mostly just waiting for an accurate head count which Molly says we should know about a week beforehand.
 - **Donna** and **Sue** will be picking up the leftover bakery items from Panera Bread on Thursday and Friday night, and some of the food on Thursday night is being donated by a local business.

10 Components of a Vibrant Community

Economic Vitality

Education & Lifelong Learning

Healthy Living & Wellness

History & Culture

Housing, Neighborhoods & Community Spaces

Leadership & Community Engagement

Natural Resources, Climate & Energy

Recreation

Sense of Community

Utilities, Facilities, Transportation & Broadband Internet

- We still need plates, water, and gloves - **Sue** will ask the fire department for and/or the hardware store for gloves; we also about some money in gift certificates that we can spend as well.
- Early Engagement
 - **Susan** is working on putting together the final video, which will be done in time for the event. **Susan** reported that there were 12-13 people that attended their story circle event, the youngest age being 16 all the way up to 90 years old.
 - Molly asked **Susan** to make sure that these people get invited to the event.
- Marketing
 - Mark is waiting to hear from Carol whether or not we can get free postcards and send them to each home using direct mail. Molly said that this marketing effort is important, but should be done in conjunction with other outreach efforts mentioned below.
 - If it's easy, and it's free, we should go for it but shouldn't drop everything else to get out postcards.

Community Profile Agenda/Program

- Molly handed out copies of the event program, which will be handed to people when they walk in the door on Friday night. The program includes an overview of the agenda for the two days, plus a listing of people to be thanked.
- Agenda for Friday:
 - 4:30PM - UNH-CE and committee arrives to start setting up
 - 5:00PM - Scribes and facilitators arrive
 - 5:30PM - Sign-in & Community supper
 - 6:00PM - Welcome from committee chair (Carol)
 - This will also be the time at which Susan's video is shown, which she will speak about briefly beforehand
 - Mosaic & Vision activity, conducted by UNH-CE: What do you love about your community? What do you want to change about your community? (serves almost like an "icebreaker")
 - 7:30-9:00PM - Move into small groups for discussions
- Agenda for Saturday:
 - 8:00AM - UNH-CE and committee arrives to start setting up
 - 8:45AM - Sign-in and light breakfast
 - 9:00AM - Small group reports
 - 10:15AM - Small groups meet for key issue discussion
 - 11:50AM - Large group: report back from small groups
 - 12:10 - Lunch and Voting
 - 12:45 - Large group: Results of voting and selection of action groups
 - 1:00 - Action groups initial meetings
 - 1:30 - Adjournment
- Molly will need a list of people, businesses, etc. that should be listed on the back page as part of the thank you; it is up to the committee to compile that list:
 - **Donna** and **Sue** - make a listing for food, then send to **Betty** and **Susan** for early engagement programs, and then to **Mark** for marketing.
 - The final list needs to be sent to the UNH-CE by Thursday, March 31.

Registration:

- Right now, there are about 25 people registered which is pretty low for a month out from the event; we need to push hard to get people to register.
- Molly did some scoping in town and notices that a lot of public places don't have flyers. Even if we were able to post them a few weeks ago it's possible that they've been taken down by then.
- It will likely take people 3-4 interactions with a poster, flyer, etc. before it "clicks" and they decide to register.
- Next steps to boost registration:
 - The registration form is hard to find on the town website - **Mark** will look into fixing this
 - We need to get more flyers up in public places (remember that it needs to be done a few times over the course of the next month)
 - **Susan** will flyer:
 - Post office
 - Coppola's
 - Mobil station
 - Granite State Credit Union
 - **Carol** will flyer (?):
 - Pasquales
 - Pizza place
 - **Mark** will flyer:
 - Town hall
 - Library
 - Stubbys
 - Dump
 - **Sue** will flyer:
 - Irving
 - General Store
 - Fletcher's
 - **Mark** will ask the school about sending home copies of the flyer with kids
 - **Donna** will pass out flyers at the upcoming senior luncheon on the 30th
 - Flyers and a paper sign-up sheet will be brought to town board & committee meetings:
 - Conservation (**Susan**)
 - Planning is all set (**Mark**)
 - Selectboard (**Sue**)
 - Heritage (**Susan**)
 - Budget (**Mark**)
 - Garden Club (**Donna**)
 - **Sue** will look into inviting the fire and police; they can be invited and can attend even if they don't live in Candia
 - There are a couple public signs in town that would be a great place to post info about the event
 - School (**Mark** will reach out)
 - Town offices (**Sue**)
 - Farmer's Daughter farm stand (**Mark**)
 - CYAA (**Mark** will try to figure out who to ask)
 - Irving (**Sue**)

- **Sue** and **Donna** will be stationed at the dump on upcoming Wednesdays (23rd and 30th) to hand out flyers and encourage people to sign up.
 - **Donna** will also ask the women who run the swap shop about getting people to sign-up
- **Mark** is writing a press release that will be sent to the Candia Auburn post
- **Sue** will look into posting on WMUR's online community event board
- Molly asked everyone on the committee to write down the names of 10 people that they'll commit to asking
 - Action step: Reach out to these people (email and call) and invite them to attend
- Social media: **Mark** will work on "liking" other businesses in town with a Facebook page, and then asking them to share info about the event on their pages (examples: Jesse Remington school, Moore School, Irving, Pasquale's, etc.)
- Reminder for all - make sure to stress that we need people to commit to BOTH days of the event
- UNH-CE will give a registration update every Monday
- Casey will send the flyer, paper sign-up sheet, etc. electronically so everyone can print and share.

Key Dates:

April 15-16: Community Profile Event

May 16: Steering Committee Meeting

May 31: Steering Committee & Action Groups Meeting

Next Meeting: April 4, 7:00-8:30pm