

Candia Community Profile Steering Committee Meeting

Minutes
Monday, April 4, 2016

Called to order at 7:00 PM

Attendees: Carol Jordon; Betty Sabeau; Sue Young (*Snowing)

Copies of the following were handed out: (copies on prior email)

- * Agenda for tonight's meeting
- * Program/Agenda for Community Profile Event (with sponsors listed)
- * Facilitator/Scribe Assignments

Reg. Update/Report: Registration now stands at 55...shooting for 100! Planning food for 100; suggested donating leftovers (or have huge "after party" at Young's – JK...I think☺)

Community Profile Details

Early Engagement: Carol has personally been going around to businesses to ensure flyers are available and being put into bags, attached to food orders, etc. (offering "free lessons" on how to do so); Carol will hand out flyers at School Bd. Meeting this Thursday night

Food: Food, paper goods, etc. lists shown; those in attendance suggested 10 plain pizzas and 10 pepperoni (can be changed, if I know by Wednesday); Sue Y will get in touch with Donna to confirm *list follows*

Marketing: no cards will go out; Copy of Media Advisory given to Carol; Carol will check with Mark to confirm notice has been given to all newspapers, TV stations, radio stations, etc.; discussion on list of sponsors...do we list the businesses who are giving out flyers?; some questions on why some organizations were listed (weren't sure what was contributed/done) *[need advice from UNH people](#)*; Notice put on signs: Sue Y asked TOB to do (done on 4/1); Mark will ask School; Sue Y will ask Irving; Sue Y. will mention again at Selectmen's Mtg. Monday and Budget Comm. Mtg. on Wednesday; See if Mark can urge some of the "Pinkerton People" to register

Babysitting: 2 Friday Night and 1 Saturday (to date); Sue Y will follow up with Donna on this to make sure young ladies aren't "double booked" to babysit and help serve food and they have everything they need

Reminder email: [sent by UNH?](#)

Registration Table: Betty offered do it ([UNH personnel probably also helps?](#))

Easels: Have large wooden A-frame from Dean ([display with UNH posters at Recycling Center this weekend?](#)); Carol to ask Casey about getting the posters to put on it; Sue Y will get it set up on Sat. and Sun., if posters

from UNH are available; Betty secured an easel (where to place?)
Video/Computer: Susan W./Mark to check with school on projector, screen, etc.
and arrange to have set up

Facilitator/Scribe Assignments: please see email with list; Carol and Sue Y will bring
bulldog magnets, in case we need them to hang large poster pads on magnetic
white boards

Final Community Profile Agenda/Program: discussion on list of sponsors...do we list
the businesses who are giving out flyers?; some questions on why some
organizations were listed (weren't sure what was contributed/done) **need
advice from UNH people...too late to change?*

Key Dates: *****Tuesday (4/12/16) @ 5:30 at TOB (Town Office Building)**
Friday (4/15/16) @ 4:00/4:30 PM at School Gymnasium (set up)
5:00 PM Facilitator/Scribe Mtg.
Sat. (4/16/16) @ 8:00/8:15 AM at School Gymnasium (set up)

Other Business: SNOW ☹

Next Meeting: ***** New Date***Tuesday (4/12/16) @ 5:30 at TOB ***short meeting*****

Please feel free to communicate by email, if you are unable to make Tuesday's ***last
minute meeting.***

Please let me know if I forgot anything and/or need corrections, Carol and Betty.

Respectfully submitted,
Sue Young