

MEETING MINUTES
March 14, 2007

Meeting Called to Order

Called to order at 7:07pm.

Approval of Minutes

Steering Committee approved the minutes from the February 28th meeting.

Future Meetings Reminder

Meeting location and time: Reminder that all future meetings are held at the Russell Elementary School @ 7:00 PM on Wednesdays for the following dates: 3/28, 4/11, 4/15 and 5/2 or as needed.

Follow up meeting has been changed to Wednesday, May 23rd (Previously scheduled for May 16th) at the request of **Deb Maes**. **Pat Giebutowski** will make the change on the invitations. Mark your calendars.

Running the Rumney Profile, etc.

Charlie French will facilitate the Friday evening event. **Michele Gagne** will facilitate on Saturday. **Deb Maes** will communicate with the small group facilitators from the School for International Training about all details.

Day Care

Rodney to record; Phoebe to spend. **Steering Committee** approved encumbrance of \$50.00 for daycare payment. Additional funds are available for snacks and supplies.

Minutes from 3/14/07

Rodney Ekstrom agreed to submit minutes from this meeting (3/14) to Ted and the steering committee by 3/20/07

Day Care and Transportation Needs

Pat Giebutowski will include options to RSVP about daycare and transportation needs on the invitations, with phone numbers so **Phoebe Sanborn** can make contact for arrangements. RSVP date is April 20th, allowing enough time for **Phoebe** to make final arrangements. **Pat** agreed to pick up the RSVP cards weekly as they came into the Town Office.

Hand Addressing of Invitations

Steering Committee will hand address all invitations at the 3/28/07 meeting. **Everyone** please bring one person to help out, and bring a couple of extra pens.

List of names for Town Office

Pat Giebutowski is picking up the list of names and addresses from the Town Office to address invitations.

Finalize Invites & Photocopying

Pat Giebutowski agreed to let **Deb Maes** office staff assist in the final development of the invitations. **Deb** will make the photocopies. Estimated a need of 1000 sheets of paper. Discussion around bulk mailing option ensued, but everyone was doubtful of being able to take advantage of the option (not cost effective).

Poster, Fliers, Newspaper

Gary McCool reported to Ted G. that he will move the poster he created to and from the school for voting and Town Meeting. **Deb Maes** volunteered to make copies of the fliers for distribution at Town Meeting. **Phoebe Sanborn** agreed to follow up Marcia Morris, reporter from the newspaper, about attending our meetings and regularly putting information about the Rumney Profile in the paper. No need for Marcia to attend next meeting, as we are only addressing invitations.

Check In

Registration for people as they arrive, and name tags. Need to purchase nametags and markers. Get name and address as folks arrive (check on pre-registration form). **Diana Kindell** will create reg form (name, address, # attending, Day Care Y/N, Transportation Y/N), **Phoebe Sanborn** will get nametags.

Breakfast, Saturday, May 5

John Dirrane reported to the committee via email on 3/16 that Dunkin Donuts will donate coffee, donuts, and all necessary cups and condiments for Saturday, May 5 breakfast. Bagels and Muffins can be purchased at a 50% discount. Place order a few days in advance – **John** will coordinate.

Hannaford and Walmart Pie Guy

John Dirrane reported Hannaford and Wal-Mart are good to donate approximately \$150 each in food/supplies. **John Dirrane** reported Hannaford and Wal-Mart are good to donate approximately \$150 each in food/supplies. “**Didn’t blink when requested pies for 100 people**” – Dessert should be all set.

Tax ID #, Info on letterhead to secure donations

John Dirrane submitted: “In order to secure donations from the remaining companies, we will need something on the organizations letterhead, including a detailed description of the event and the organization to be sponsored. What is the actual name of our organization? Is there a benefiting charity? Do we have a tax ID #. All of these questions need to be answered on the donation applications.” **Deb Maes** is looking into this for the committee.

Russell School

Paul Turley reported to Ted Giebutowski that the Rumney CPSC has Russell Elementary School reserved for the evening of May 4 and the morning and early afternoon of May 5. Includes janitorial service, and Paul has teenagers to help with cleanup.

Breakout Rooms

Committee discussed the need for breakout rooms, and we determined that a number of rooms would be utilized for the small groups. Gymnasium will be used for large group gatherings. Facilitators will be asked to take notice of how each classroom looks prior to the small group sessions, and help make certain that the classrooms are returned to their original state. **Ted Giebutowski** reported that he will follow up with either **John** or **Paul** regarding the master plan/map of the school, and will forward to **Deb Maes** for coordinating room assignments for the event.

Facilitators

Deb Maes reported that 24 students from the School for International Training (SIT) are prepared to attend the Rumney Community Profile meeting. Therefore, we do not need to recruit any folks from our community, nor do we need the Facilitator Training scheduled for April 17.

Lodging for Facilitators

Lodging needed for the SIT facilitators. Deb Maes agreed to contact the Ouellettes and Rodney Ekstrom agreed to contact DAcres to determine if either could provide free lodging for the night of May 4th.

Day Care Providers

Phoebe Sanborn reported to the steering committee that a group of 7th graders is committed to providing day care for May 4 and 5. Discussion around the potential number of families needing daycare ensued, but all agreed that it was difficult to predict. A request for this information is to be included on the invitation RSVP card.

Transportation

Phoebe Sanborn reported that she has some options for transportation. The committee discussed the what our transportation needs might be, and like daycare, agreed that it was difficult to predict. A request for this information is also to be included on the invitation RSVP card.

Meeting Adjourned **Meeting adjourned at 8:20pm**