

Notes drafted by Anita Lichman

Participants: Dena Bachman, Erin Hart, Camille Kauffunger, Anita Lichman

October 18, 2016

Agenda:

1. Approve Minutes
2. RSU1 Board Meeting Update & Committee Meeting Schedule
3. Committee Term Limits

4. Student List for RSU1

5. Fall Festival

1. Approve Minutes

Minutes were approved. Anita will forward final minutes from the September 2016 meeting to the Town webmaster to post for public viewing.

2. RSU1 Board Meeting Update & Committee Meeting Schedule

Anita shared updates from the recent RSU1 board meeting and Camille agreed to follow up with Tim Harkins to inquire about a specific date for the straw poll related to the high school building project. Erin offered to attend the straw poll on behalf on the Committee. The next RSU1 Board Meeting is October 24th, Monday and Dena confirmed Dena will attend on behalf of the Committee. The Committee agreed to move the Committee meeting to the 4th Thursday of the month, closely following RSU1 board meetings instead of prior to the board meetings. The Committee agreed that having a Committee meeting in close proximity to the RSU1 board meeting mattered but it was not important whether the Committee meeting took place prior or post RSU1 board meeting.

Future dates of Committee meetings are as follows:

November 30th
January 26th
March 23rd
April 27th
May 18th
June 22nd

All meetings are scheduled to be held at the Arrowsic Town Hall at 6pm. Camille agreed to put the meeting dates on the town calendar.

3. Committee Term Limits

Anita shared the Committee term limits & agreed to document the term limits on the monthly notes to organize a way to keep track of re-appointments, appointments etc. Camille agreed to share term limits and reappointments of everyone on the Committee, except Camille (which takes place in September 2017) & schedule re-swearing in for those re-appointed. It was also

agreed at this if the Committee felt there was sufficient membership to handle the work load it was not necessary to recruit a fifth Committee member.

4. Student List

Camille agreed to reach out to Veda to secure an updated RSU1 student list from Arrowsic. Committee members agreed to review the list upon receipt and confirm students.

5. Fall Festival

The Committee reviewed the list of activities and considered any potential gaps.

-It was agreed Camille would reach out to Amy to move Rank Voting exhibit from the festival.

The Committee agreed that the fall festival was not the forum to present items up for vote & consideration in the upcoming election.

-Dena agreed to bring Jenga, table cloth, snacks, jugs, tables & make a chalk board sign.

-Dena also agreed to finalize fall festival logo to be used annually, create an e-invite, research creating a banner and forward that logo to Camille.

-Camille agreed to create thankyou note template using the fall festival logo, secure the tic tac toe game, tables, and cones for the festival.

-Erin will create a guess how many jar and guess collection "box", get balloons, and to purchase paper products for the fall festival. Erin will also wash apples prior to the festival and hot apple cider.

-Anita agreed to bring apples, snacks, jugs, table cloths. Anita also agreed to keep track of the expenditures for the fall festival and create a draft budget to help with future projections and planning.

Budget Items

Wood for Chalk Board

Screws, Other Tools to Make Chalk Board

Chalk

Guess How Many Candy

Paper Products (Cups, Plates, Cutlery)

Banner

Thankyou Cards & Envelopes

Next Steps

1. Anita will forward final minutes from the September 2016 meeting to the Town webmaster to post for public viewing.

2. Camille agreed to follow up with Tim Harkins to inquire about a specific date for the straw poll related to the high school building project.

3. Erin offered to attend the straw poll on behalf on the Committee.

4. The next RSU1 Board Meeting is October 24th, Monday and Dena confirmed Dena will attend on behalf of the Committee.

5. Camille agreed to put the meeting dates on the town calendar.

6. Anita shared the Committee term limits & agreed to document the term limits on the monthly notes to organize a way to keep track of re-appointments, appointments etc.

7. Camille agreed to share term limits and reappointments of everyone on the Committee & schedule re-swearing in for those re-appointed.

8. Camille agreed to reach out to Veda to secure an updated RSU1 student list from Arrowsic. Committee members agreed to review the list upon receipt and confirm students.

9. Camille will reach out to Amy to move Rank Voting exhibit from the festival.

10. Dena agreed to bring Jenga, table cloth, snacks, jugs, tables & make a chalk board sign. Dena also agreed to finalize fall festival logo to be used annually, create an e-invite, research creating a banner and forward that logo to Camille.
11. Camille agreed to create thank you note template using the fall festival logo, secure the tic tac toe game, tables, and cones for the festival.
12. Erin will create a guess how many jar and guess collection "box", get balloons, and to purchase paper products for the fall festival. Erin will also wash apples prior to the festival and hot apple cider.
13. Anita agreed to bring apples, snacks, jugs, table cloths. Anita also agreed to keep track of the expenditures for the fall festival and create a draft budget to help with future projections and planning.

Committee's Annual Tasks

- 1) Create annual monthly meeting schedule & post on town calendar, Google Town calendar, and Arrow publication. (AUGUST)
- 2) Identify Arrow newsletter submission dates, coordinate submission dates with Committee meetings to ensure timely announcements/material from the Committee in the newsletter (2015-2016 months of publication are listed as August, November, February, May). (AUGUST)
- 3) Secure RSU1 School Board meeting schedule & assign Committee members to attend & report back to the Committee (SEPTEMBER)
- 4) Identify date & outreach schedule for the Fall Festival., create event work plan. (SEPTEMBER)
- 5) Review term limits & schedule reappointments, recruitment, and swearing in ceremony. (SEPTEMBER)

-Three year terms: TBD, Camille (Expire September 2017)

-Two year terms: Matt, Anita (Expire September 2016)

-One year terms: Erin (Expire September 2016)

- 6) RSU1 Student List Review & Approval (OCTOBER)
- 7) Announce Pre-K information session & RSU1 school registration deadline. (MARCH)
- 8) Town Annual Report (MARCH)
- 9) RSU1 Student List Review & Approval (APRIL)
- 10) Submit annual Committee budget request to Select Board. (APRIL)
- 11) Create summer activity schedule (i.e. Clam Camp etc.). (APRIL)
- 12) Prepare for Town meeting presentation. (JUNE)

Meeting adjourned 7:05pm. The next meeting is November 30th at 6pm at Town Hall.