

Notes drafted by Anita Lichman

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

September 6, 2016

Agenda:

1. Approve Minutes
2. Clam Camp Activity
3. Fall Festival

#### 4. Committee Goals

1. Approve Minutes

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

#### 2. Clam Cam Activity

On 9/24/16 there will be a Green Crab Count, all are invited to participate.

#### 3. Fall Festival

Dates proposed were November 6th or 13th 1-3p. Camille will find out if the fire station and Al Miller have a preference for either date to help set the final date. Camille will also reach out to the other town committees (recycling, shellfish, broadband etc.), Arrowsic Pottery, Solo Bistro, and Suki and Dena will reach out to Cool as Moose to gain input on festival. Camille agreed to secure information to contact Jorgensen.

Activities for this year were discussed and music, jenga, stamping, theater (Al Miller), photo opportunity/booth, firetruck viewing, Health Officer activity, and interactive games plus crafts were agreed upon for this festival. Camille agreed to reach out to Lisa Holly to discuss the potential of a hay ride for the festival.

Schedule of events would include music and play for 60 minutes, 30 minutes of theater activity, and 30 minutes of play.

There will be an open potluck for the food and beverage portion of the Fall Festival, the Committee will provide plates, napkins, cups and cider in crockpots.

Dena will craft an updated flyer to distribute using logo from the Committee annual presentation.

#### 4. Committee Goals

Membership: Recruitment of new member and current roles were discussed. Members agreed to maintain their roles through the coming year and Camille agreed to check to see if there is a required number of Committee members to help guide or curb recruitment efforts.

Coordination with the RSU1: Committee meetings will be held the week prior to RSU1 meetings to allow for agenda review and coordination, representation of Arrowsic at the RSU1 meetings.

Scholarship Committee: Merge functioning of the scholarship sub-committee with the overall Education Committee responsibilities for the year. Anita will reach out to learn more about the

housekeeping of the scholarship sub-committee including bank account management, financial record keeping, funding sources (i.e. donors, yard sale etc.), and history of \$1k award and decision making guidelines about increasing the award. Discussion of increasing fundraising opportunities was discussed (i.e. t-shirts etc.). Camille will reach out to learn if anyone will be writing an article for the Arrow about the recent yard sale and upcoming merge of the scholarship & education committees.

Evaluation: The Committee discussed doing a needs assessment survey and Camille will reach out to gain insight into best practices on needs assessment data gathering.

Community Building: Dena will present ideas for community art to the group at a future meeting.

Coordination with the Town: Camille will reach out and ensure Committee meeting schedule is on the website and town calendar as well as research having the Committee represented on the town website and review the Committee's communication profile.

Connection to the RSU - the Committee will continue its current strategy for RSU1 and represent the Committee at RSU1 meetings, coordinate Committee meetings to review the RSU board meeting agenda prior to the actual RSU board meeting.

### Next Steps

1. Anita will forward final minutes from the June 2016 meeting to the Town webmaster to post for public viewing.
2. Camille will find out if the fire station and Al Miller have a preference for either date to help set the final date.
3. Camille will also reach out to the other town committees (recycling, shellfish, broadband etc.), Arrowsic Pottery, Solo Bistro, Jorgensen, and Suki and Dena will reach out to Cool as Moose to gain input on festival. Camille agreed to secure information to contact Jorgensen.
4. Camille agreed to reach out to Lisa Holly to discuss the potential of a hay ride for the festival.
5. Dena will craft an updated flyer to distribute using logo from the Committee annual presentation.
6. Camille agreed to check to see if there is a required number of Committee members to help guide or curb recruitment efforts.
7. Anita will reach out to learn more about the housekeeping of the scholarship sub-committee including bank account management, financial record keeping, funding sources (i.e. donors, yard sale etc.), and history of \$1k award and decision making guidelines about increasing the award.
8. Camille will reach out to gain insight into best practices on needs assessment data gathering.
9. Dena will present ideas for community art to the group at a future meeting.
10. Camille will reach out and ensure Committee meeting schedule is on the website and town calendar as well as research having the Committee represented on the town website.

### 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) RSU1 Student List Review & Approval (OCTOBER)
- 6) Announce Pre-K information session & RSU1 school registration deadline. (MARCH)
- 7) Town Annual Report (MARCH)
- 8) RSU1 Student List Review & Approval (APRIL)
- 9) Submit annual Committee budget request to Select Board. (APRIL)
- 10) Prepare for Town meeting presentation. (JUNE)

Meeting adjourned 7:05pm. The next meeting is October 19th at 6pm at Town Hall.