

Tamworth Economic Development Commission
DRAFT Minutes
October 30, 2017

Call to Order: Meeting called to order by Chair Pat Farley at 6:00.

In Attendance: Barb Bloomberg, Trish Chaput, Pat Farley, Kelly Goodson, Kimball Packard, Mary Phelps, Susan Ticehurst

Tech Training Series

Schedule

- The order of the sessions was changed to Introduction, Facebook, Instagram, Excel, and then Web Design.

Partners

- The Sandwich Business Group expressed an interest in partnering on the Tech Training Series. They are welcome to attend and will also be asked to provide refreshments for one of the sessions.

Invitations & Notices

- Pat Farley moved, and Kelly Goodson seconded, to edit the draft promotional card, tailoring it to businesses, rather than individuals. Motion passed 7-0.
- Pat Farley will order the promotional cards and pick them up.
- Kelly Goodson will deliver the cards to the community mail box at the Other Store.
- Members will post them at local businesses and public places, leaving some for the public to pick up.
- Trish Chaput will make a checklist of places for posting so members can check off which locations they will be responsible for.
- Pat Farley will prepare and send a press release to the Conway Daily Sun.
- Susan Ticehurst will forward the press release to the Carroll County Independent.
- Pat will ask Ann McGarity to mention the series in the town column of the Conway Daily Sun.
- Pat Farley will speak about the series and the work of the commission on WMWV's Drive Time program on Thursday, 11/2/17.
- Pat Farley will send the spreadsheet containing email addresses of Tamworth businesses to Mary Phelps.
- Trish Chaput and Mary Phelps will send an email invitation to all of the businesses on the commission's list.

Door Prize

- A gift basket will be offered as a door prize at the end of the series, with one chance offered to each participant at each session. Index cards will be used as tickets.
- Barb Bloomberg will bring index cards for the tickets.
- Kimball Packard will ask Cara to list the items in the gift basket and will relay that information to Barb Bloomberg.

Set Up

- Pat Farley will finalize the menu with the caterer and let him know what time the Town House will be open.
- Water will be provided during the meeting with coffee and tea at the end with cheesecake and fruit. He will provide place settings, table cloths, garbage bags and other table items.
- Members will arrive at five to set up four to five tables along with chairs.

- Barb Bloomberg will set up a small table for participants to sign up to be included on the business list.
- Kelly Goodson will ask Parker Roberts to open the Town House between 3:30 and 4.

Welcome

- Mary Phelps will get the logo to Erica Boynton.
- Erica Boynton will prepare sign in sheets.
- Kimball Packard will print name tags for the Commission members.
- Barb Bloomberg will purchase hanging name badges and name stickers.
- Pat Farley will bring pencils and pads.

Program

- Trish Chaput will write a summary of what she'll cover in her workshop for Kimball Packard to present it in her absence.

Budget

- Mary Phelps moved, and Kimball Packard seconded, to approve the draft budget as proposed by Pat Farley. Motion passed: 7-0.
- At budget presentations, Pat Farley will explain that the line item for the Tamworth Visitors Brochure is different from the Tamworth Visitors Council brochure.
- Trish Chaput will prepare a proposal for signage for the street fair, possibly including sandwich boards and vertical flag banners.

Membership

- Trish Chaput will be nominated for appointment at the next select board meeting.
- Susan Ticehurst, Lloyd Hadden and Barb Bloomberg are the current alternates.

Website

- The newly designed website was reviewed and edits suggested.
- Kimball and Trish will continue work on revisions and updates with input from members.

Next Meetings

- November 14th at 6:00.
- December 12th.
- Kelly Goodson will let the library know that we will no longer be holding our regular monthly meetings at the library.

Adjournment: Susan Ticehurst moved, and Kelly Goodson seconded, to adjourn at 8:30. Motion passed 7-0.