

Meredith Energy Committee

January 13, 2011

Members Present

Ken Colburn Bill Bayard Reed Leberman Peter Brothers Wendy Bagley
Mark Billings Rick Demark

Members Absent w/notice

Phil McCormack D J Quagliaroli

Staff Present

John Edgar Angela LaBrecque

Minutes from December 30, 2010

- Motion to approve by Billings, seconded by Bayard. Voted unanimously.

The remainder of the meeting was spent on last minute preparation for the upcoming Meredith Regional Energy Fair, scheduled for Saturday January 15, 2011 at the Meredith Community Center.

Marketing Update – Press conference with newspapers, radio announcements and interview, billboards around town, event calendars, vendor promotions, community organizations, event flyers. All aspects of the event promotion have been executed.

Vendors – The number vendors has increased to 30 with the addition of CDFA. We are now at maximum capacity.

Door Prizes – Vendors have been encouraged to contribute energy related door prizes and we continue to talk to the banks with the hope of getting enough money to give away a number of residential energy audits. Attendees to the fair will receive a questionnaire upon entry that will also serve as their entry form for door prizes. Drawings for the door prizes will take place at the conclusion of the fair at 4:30 PM. (see attached list)

Ballot Boxes – Angela has arranged for two ballot boxes, one at the entrance to the fair and the other at the sign-up table in the vendor hall

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Refreshments – Arrangements have been made for bottled water, yogurt and other snacks. Separate tables will be set up for people attending the fair to sit down.

Presenters – Continue finalizing the specific names of the presenter for each seminar. (see attached list)

Staffing – Assignments were passed out to committee members regarding specific tasks during the fair, greeting table, sign-up table, vendor assistance and room monitoring for the presentations.

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Set-up – Committee member, if available will meet at the community center to set up the presentation rooms and stage the tables and chairs for the vendor's hall. All available members should be at the community center by 11:30 to help set up the needed tables and chairs for the vendors.

Other Business – Mark will draft the one-page synopsis of the MEC activities in 2010 to the Board of Selectmen for the Town Report. Ken will review and edit before submission.

Motion to adjourn meeting at 8:20 PM

- Motion to adjourn by Billings, seconded by Leberman, voted unanimously.