

**CITY OF DOVER**

## BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type: BizEd Connect DBIDA Subcommittee  
Meeting Location: Council Conference Room – City Hall  
288 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, November 4, 2014**  
Meeting Time: **11:00 AM**

**Members Present:** Scott Johnson (co-chair), Annette Studebaker, (co-chair), Dan Barufaldi, Frances Meffen, Guidance Team Leader, Director of STEAM Academy, Dover Middle School, Delilah Smith, Dover High School CTC Career Services Coordinator, Christine Soutter, Somersworth Economic Development Director, Lori Lane, Somersworth Career Technical Director, Amanda Lelacheur, Somersworth CTC Career Counselor, Louise Paradis, Director, Dover High School CTC, Elaine Arbour, Dover School Superintendent; Jeff Brown, TD Bank

**Members Not Present:** Karen Weston, Mayor, Peter Hamblett, April O’Keefe, Retired Dover High School CTC Career Services Coordinator,

### 1. Call to Order/ Introductions

A.Studebaker called the meeting to order at 11:02 a.m.

### 2. Review and Approval of Previous Meeting Minutes

A.Studebaker mentioned some revisions to the meeting minutes as documented on a copy submitted.

**Motion:** S.Johnson made a motion to accept the October 7, 2014 minutes as revised. Seconded by J.Brown. Vote: U/A

### 3. Review Open Items:

#### a. Line card distribution:

A.Studebaker: DBIDA will discuss Thursday how many line cards can be printed and what the cost associated of that will be, as they have agreed to bear the burden of that cost. The question is how many to print, who gets them and do we have distribution sites in mind.

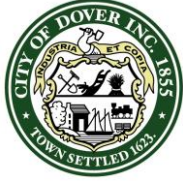
Discussion ensued locations for distribution, including tri-city chambers, and quantity needed. Discussion also included looking into cost breaks based upon quantity. Consensus was that 5,000 copies should be printed to distribute.

#### b. Dover CTC

A.Studebaker stated that they met on October 27<sup>th</sup> and had three Dover students present. Next meeting is November 12<sup>th</sup>. The subcommittee reviewed the student contact forms to ensure they contain proper information.

Discussion ensued regarding the distribution list, and how forms are submitted. D. Smith to coordinate distribution and student interaction. L.Paradis to work with IT to resolve link issues online. A.Studebaker to send to Somersworth and Rochester as pdf.

Discussion ensued around the video, with a deadline of the end of November, and coordinating with blog posts and Chamber notice, and creating a pool of students to ensure that as students matriculate, there are new students ready to take over work previously begun.



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### **c. Somersworth CTC**

Lelacheur reviewed the work completed by the marketing class on the photography for a post card mailing, and discussed progress on the mailing itself.

The subcommittee reviewed the rough draft presented, and made suggestions for improvements to the students. Issues regarding layout, mission statement, and providing constructive feedback was communicated.

C.Soutter arrived.

### **d. Rochester CTC**

No update, as the Rochester representative was not present.

### **e. Checklist for CTC/Businesses/Students**

D.Smith reviewed the checklist with the subcommittee. After review, consensus by subcommittee was that the checklist is on target. A.Studebaker discussed the need for clarity of responsibilities with stakeholders.

E. Arbour arrived

### **f. Business Connections/Partnerships**

Discussion ensued regarding connections in place and the need to promote business partnerships. Discussion revolved around ensuring that partnerships and opportunities are promoted and that there are community outreach opportunities and that they need to be taken advantage of, and that student outreach is important as well.

Discussion moved to the lack of a list of program advisors and the need to create and maintain such a list.

D.Barufaldi spoke about a meeting he had in Concord with an oversight committee on the need to maintain certain standards, and the need to have transparency and the need to ensure that proper communication channels and transportation networks are in place to ensure successful partnerships can exist between students and business. This is also a legal requirement.

Discussion ensued about the proposed CTC High School renovation project.

Discussion around statewide concerns and obstacles to generating advisory committees for similar programs ensued, as well as the need to establish metrics of success for programs, and how success is quantified.

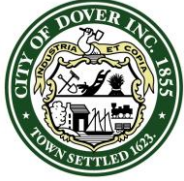
The subcommittee discussed the need to publicize progress on the web site, and developing program evaluations.

## **4. New Items**

### **a. Set up tours of businesses with CTC/BizEdConnect Leaders:**

Discussed setting up meetings and coordinating with D.Smith. A.Studebaker will coordinate with Rochester.

### **b. Set up meetings at each CTC with faculty/Students**



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A. Studebaker discussed previous school year process, and replicating meetings this year to identify potential business partnerships.

**c. Establish a list of current CTC Program Advisor's to faculty**

D. Barufaldi asked if there were lessons learned from the previous year's efforts. Discussion ensued about the change in culture and the changes in leadership in the SAU.

It is not clear to subcommittee the expectations of the Advisors. Asked staff to provide that at future meeting.

**d. Establish a protocol to ensure the activities of sub-committee are conveyed to all**

Discussed using email, updating email and the desire to place more communication items online and in packets

**g. Review Tri-City Superintendent/CTC meeting that took place 10/29**

Item was not discussed.

**5. Other**

A. Studebaker has a couple of times used an intern apprentice working with faculty to introduce members

E. Arbour suggested that it would be beneficial to have students from previous partnerships speak with current students.

**6. Next Meeting Date: December 2, 2014**

**7. Adjourn**

**Motion:** Johnson made a motion to adjourn at 12:02 p.m. Seconded by Barufaldi. Vote: U/A