

**CITY OF DOVER**

## BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type: BizEd Connect DBIDA Subcommittee  
Meeting Location: 2<sup>nd</sup> Floor Conference Room – City Hall  
288 Central Avenue, Dover, NH 03820  
Meeting Date: **Tuesday, January 6, 2015**  
Meeting Time: **11:00 AM**

**Members Present:** Scott Johnson (co-chair), Annette Studebaker, (co-chair), Dan Barufaldi, Christine Soutter, Somersworth Economic Development Director, Amanda Lelacheur, Somersworth CTC Career Counselor, Jeff Brown, TD Bank, Sean Peschel, Dean Graziano, Dave Peck, Karen Weston, Mayor

**Members Not Present:** Peter Hamblett, April O’Keefe, Retired Dover High School CTC Career Services Coordinator, Frances Meffen, Guidance Team Leader, Director of STEAM Academy; Louise Paradis, CTC Director, Elaine Arbour, Dover School Superintendent, Delilah Smith, Dover High School CTC Career Services Coordinator, Lori Lane, Somersworth Career Technical Director

### 1. Call to Order/ Introductions

A.Studebaker called the meeting to order at 11:03 a.m.

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

D.Peck mentioned amendments to page three to replace R.Dugdale’s name with his name.

The motion to approve the minutes was not passed due to the fact that the present members did not have a complete copy of the December 2, 2014 meeting minutes.

**Motion:** K.Weston made a motion to table the approval of the December 2, 2014 minutes. Seconded by A.Studebaker. Vote: U/A

### 3. Review Open Items:

#### a. Rack card distribution:

A.Studebaker stated the rack cards were distributed. 5000 cards were printed, and each CTC has them.

A.Lelacheur stated they were handed out at their advisory board meeting, and the teachers have them.

C.Soutter sends letter to businesses once a year and can put it in the letter.

#### b. Dover CTC

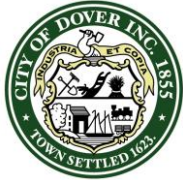
S.Johnson gave an update on the website stating the video was posted. They changed the wording from corporate partners to business partners. The logo for Tradeport needs to be resized. A.Lelacheur went on the website today and it said corporate partners. S.Johnson stated that she needs to reload or refresh the page and she will get the current information. A.Studebaker confirmed that the wording has been changed.

Dover has a student who has been writing blogs and working with Angela Carter, who works at Calypso marketing firm in Portsmouth. The student has been sending rough drafts for her review. These are then posted on the website.

#### c. Somersworth CTC

J.Brown gave an update on the postcard mailings stating he lost the information due to computer problems at work.

A.Lelacheur will send him the information. A.Studebaker stated they need to get the revisions on the website completed.



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### d. Rochester CTC

S.Peschel gave the update on posters. They have a student from digital photography/ graphic arts working on the posters. D.Graziano will work with the student. The poster is to display the same image as what is on the website and postcards.

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

A.Studebaker stated they are working on developing a page on the website.

### f. Business Connections/Partnerships

A.Studebaker stated she made contacts with KCM Construction, Keller Williams Realty and Kennebunk Savings. They completed forms on the website. A.Studebaker gave them the rack cards.

## 4. New Items

### a. Are names of businesses/contacts for Advisors available now? We need content for the website and the first step is approaching businesses that already have programs/relationships with CTC's to highlight.

Discussion took place regarding availability of Advisors, connections in place and the need to promote both community and business partnerships. A.Lelacheur stated their contacts are community and school board members. The only company that reached out to them was ContiTech. They will continue to reach out to more businesses. S.Peschel stated they will have the Advisors list created. D.Graziano has been developing partnerships with new businesses. They have businesses, but are in need of the community members. There is a transportation problem with the students. The student may have the skill and the knowledge, but needs the transportation to get to the business.

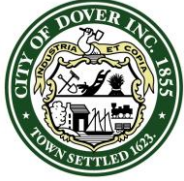
Karen Mairs from Keller Williams Realty and KCM Construction arrived at 11:13 a.m.

Discussion ensued regarding the need to recruit teacher involvement, getting them informed with the curriculum and information with the BizEd meetings. K.Weston suggested developing a group email to all parties with the current information.

Discussion continued with the need for Advisors and the necessity for faculty involvement, as well as getting the Superintendents involved to accomplish this goal. A.Studebaker stated the faculty needs to know this a State requirement.

Discussion ensued regarding the need to get the three schools to communicate and work together. Discussion revolved around how that could be accomplished by having the Superintendents from the three schools meet with the Mayors of the three cities, and then the CTC Directors would hear the outcome. D.Graziano would prepare a template with clear goals and objectives to be reviewed by the subcommittee prior to their meeting.

Discussion continued regarding the need to promote business partnerships with the schools. K.Mairs explained that D.Barufaldi informed her about the program. She now has Citizens Bank, Kennebunk Savings, and Moes Subs interested in participating.



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Discussion ensued around the need to produce a contact list of businesses the teachers can work with and modifying the school's curriculum accordingly to accommodate with the changes in the industry. This information should be included in the template.

C.Soutter recommended contacting Margaret Callahan from Exeter School, as they have a well-functioning Advisory Board already in place. The subcommittee could evaluate their current procedure, determine if they have an existing template, and modify it if necessary to fit our needs.

K.Weston stated the ultimate goal is to have the advisor list and network system in place. Discussion ensued regarding the establishment and accountability of achieving these goals by updating the communication on excel graphs which could be emailed on a monthly basis.

### 5. Other

Chamber Education Committee/Connection to BizEd Connect: D.Barufaldi gave an update on the meeting at the Greater Dover Chamber of Commerce on December 12, 2014. The Education Committee will be having a student business network event called The Bridge at Wentworth Douglass Hospital on March 12, 2015. They will also be having a Financial Planning Education event for high school students covering budgeting solutions with business. This will take place sometime in April at Saint Thomas Aquinas High School. They will also be having a School Career Day, as well as a survey of school personnel. D.Barufaldi was not certain if that pertained to an evaluation survey or training skills survey.

NH Work Ready representative asked if she could join BizEd. She was not able to make a commitment, but is interested.

The Chamber Education Committee has a new chair named Jeanne Supple, who works for Measured Progress. D.Barufaldi invited her to the BizEd meetings.

D.Barufaldi, A.Studebaker and P.Hamblett have a meeting Thursday, January 8, 2015, at UNH. This is a connection with the research and innovation Department on this campus. They will inform the subcommittee of the outcome.

### 6. Next Meeting Date: February 3, 2015

The next meeting location could possibly be at Dover CTC.

### 7. Adjourn

**Motion:** S.Johnson made a motion to adjourn at 12:07 p.m. Seconded by K.Weston. Vote: U/A