

**2010 COMMUNITY SURVEY SUB-COMMITTEE OF
Windham Economic Development Committee**

**Minutes
Community Development Department Conference Room
October 21, 2010**

Present: Windham Community Development Director Laura Scott, members Paul Gosselin, and Bob Young.

Bob Young opened the meeting at 10:25 a.m.

Communication: Bob Young spoke with Jim MacDonald who expressed his strong interest in facilitating the 10/28 focus group. Consensus is that would be acceptable. Mr. Young will run it by Chairman, Ralph Valentine before contacting Jim. Mr. Young volunteered to facilitate the meeting if Mr. MacDonald cannot.

Al Letizio communicated his schedule availability for the next meeting to Bob Young. Based on this schedule, the next meeting is scheduled for Monday, 10/25/10, from 9-10am

Focus Group Event Structure: A structure was developed (attached) with action plans as follows:

- Bob Young will provide Laura Scott with a list of all focus group volunteers so she can have table top name tags prior to the meeting
- Bob Young will send e-mail to WEDC members requesting the following volunteers for the focus group event
 - 2 note takers
 - 1 greeter (in addition to Laura Scott)
- Laura Scott will send invitations to the following Town Boards (for members to attend as silent observers only):
 - Selectmen
 - Planning Board
 - Zoning
 - Conservation
 - Historic Committee
- Bob Young will send confirmation/thank you e-mails to volunteers to remind them of the date & location and request a response if they cannot attend

Focus Group Facilitation Guide Questions: Summary of focus group facilitation guide working document attached.

Next Meeting: 9:00-10:00AM, Monday, October 25, 2010, at the Community Development Department Conference Room

Meeting adjourned at 12:15PM

Respectfully submitted,
Bob Young