

Tara will also create a flyer for everyone and direct this flyer to all non-profits. Press Releases will go out, a pre-event feature story will be done about our group. Tara has confirmed that Sara Young-Knox, editor of the Berlin Reporter will attend our next meeting to put together that story. Check for an email sent by Tara on how we can prepare ourselves for Sara's interview.

Tara stated she will mail the flyers to Laura Lynch. Invitations can go out to specific people/organizations, ie: Mayor Bob Danderson, Bill Andreas, Katie Bugeau from the Main Street Program.

Motion: Tara invites anyone with marketing material to contact her for assistance on the do's and the don'ts.

By: 1st Derik Brasher 2nd Keith Lynch

Action: accepted

Topic: Tradeshow Update

Discussion:

Carla Lapiere informed us that her booth has 8 sides to it, which means it can be set up for 4 displays. She offered to share her space with two other people. Derik and Suzanne will each take an end.

- Valley Ventures voted that we will each be responsible for our own meals.
- We will provide 2 platters—veggies and fruit. Jackie offered to take care of that detail. Valley Ventures Group will repay Jackie for expenses.
- We are responsible for our own handouts, price sheets, and/or give-aways.
- NHCTC opens at 7 am. Anyone in the tradeshow can arrive anytime between 7 a.m. to 8:30—but Tara noted we should not be there any later than 8:30 to set up.
- Citizen's Bank will set up their own table.
- Joyce provided us all with generic nametags.
- We voted to purchase 25 paper tablecloths, but Jackie offered to look into obtaining some from her workplace.
- Joyce wants a directory of all microenterprises at the tradeshow to accommodate anyone joining the tradeshow on that day. Keith said he can get their info and print it out for all guests by using computers at the Tech.
- Doorprizes for tradeshow – funded by group. Each of us can include a gift certificate.

Motion: see discussion

By: 1st Derik 2nd Laura

Action: see above discussion
