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## Meeting Minutes

**Project Name: 366.007.001 – Lower School/Middle School Concept Design and High School Renovation**

**Purpose: Subcommittee Meeting**

**Location: Via Zoom**

**Date: December 20, 2021 – 6:30 – 8:30PM**

**Attendees: Cindy Voltz; Nicole Boucher; Tim Thompson; Hannah Lilly**

**Special Guests: Sam Whitney (Cape Elizabeth graduate and videographer); Jason Manjourides (Pond Cove Principal); John Springer (CEHS Principal); Troy Eastman (CEMS Principal)**

### Minutes:

- I. **VIDEO PROJECT:** Sam Whitney is on board and ready to begin shooting content
  - a. Three types of videos requested and reviewed during meeting:
    - i. Video tour with voice over
    - ii. 10-20 minute interview with Chris Record
    - iii. About 15 1-2 minute interviews with various people (students, teachers, administrators) giving real-life examples of challenges in the current buildings
  - b. Tim Thompson will help coordinate between Sam and the principals
  - c. Discussion around who would be good for interviews; potential to bring in drone to get shots of pick-up and drop-off times; considering an angle of “a day in the life.”
  - d. Discussion around also including what *doesn't* happen at the school (i.e. athletics have to ship out to different schools, teachers don't have spaces to get together and collaborate)
- II. **TALKING POINTS:** Working through FAQ's
  - a. Discussion around creating a one-sheet with high level responses – but continuing our work internally on all of the more in-depth information so if people are looking for that information, we are prepared and have it readily available
  - b. Discussion around moving away from current state of buildings – but focusing instead first on all of the reasons that new buildings make sense and selling those
  - c. Discussion around first document being “10 Reasons Why We're Excited About This Project” – simply, digestible reasons that now is the right time and this is the best move
    - i. To be put online, perhaps printed and distributed, and posted in the Cape Courier
- III. **OTHER POINTS OF DISCUSSION:**
  - a. Discussion around moving away from flyers (expensive, many left behind, not accessible) – could we still go to school events, but set up a TV with the videos playing, and maybe just have a FEW flyers with QR codes to send people to the website)
  - b. Discussion around asking John Quartararo and Marcia Weeks to write a joint piece for the Cape Courier explaining why the town is qualified for such a large referendum and how it would impact us
    - i. This would be another “high level” piece – not asking for their endorsement, but just asking to explain the financial piece – to be coupled with an open forum where people can bring those secondary, further in-depth questions
    - ii. The goal would be for them to have a piece ready to be published in the Courier for the second half of January, and then follow up with an open forum in February



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- c. Discussion around continuing work on talking points, and prepare an internal presentation for the Building Oversight Committee in February
  - i. We want everyone on the committee to be prepared to answer questions as they come in

**ACTION ITEMS:**

- **Tim** to work as coordinator between Sam and the principals to help coordinate videography
- **VIDEO WORK** to begin on Tuesday, Dec. 21
- **Nicole** to work on “10 Reasons Why We’re Excited About This Project”
- **Nicole** to reach out to John and Marcia to ask if they would be comfortable writing a piece for the Cape Courier
- **Hannah** to work on fiscal talking points document – and focus on O&M Savings to add in to document

**NEXT MEETING:** Check-in meeting scheduled for Monday, January 3, 2022 at 6:30PM