

**MANSFIELD DOWNTOWN PARTNERSHIP  
MEMBERSHIP DEVELOPMENT COMMITTEE MEETING  
Mansfield Downtown Partnership Offices  
November 22, 2010  
8 AM**

**MINUTES**

Present: Frank McNabb (Chair), Alexinia Baldwin, Bruce Clouette, Jim Hintz

Staff: Cynthia van Zelm

**1. Call to Order**

Frank McNabb called the meeting to order at 8:07 am.

**2. Approval of Minutes from October 18, 2010**

Bruce Clouette made a motion to approve the October 18, 2010 minutes. Jim Hintz seconded the motion. The minutes were approved unanimously.

**3. Update on Renewals**

Mr. McNabb said 190 members had renewed thus far this year for a total of \$8,720. **Mr. Clouette said he would talk to the Reminder News re: membership renewal.**

**Ms. van Zelm will put together a packet for individual UConn Board of Trustee members which she will give to Mr. Clouette.**

**Mr. Clouette will follow-up with People's Bank about more involvement with the Partnership.**

The 2<sup>nd</sup> renewal letter will go out after the 1<sup>st</sup> of the year. Mr. Hintz noted that with construction coming soon, it will be important to remind people about the value of the Partnership.

**4. Follow-up on Outreach**

The Committee agreed to go ahead with table tents for one week at UConn dining halls. The table tents would refer to the Partnership and membership.

Mr. Hintz said he can put something in the UConn Off-Campus Guide, the Housing guide, and newsletter similar to the message on the table tents.

The Committee discussed a table at the UConn Co-op on January 16 and 17. **Mr. McNabb will contact Co-op General Manager Bill Simpson about the best location.**

The Committee agreed to the following schedule. **Ms. van Zelm will e-mail Committee members not in attendance to see what dates and times they can cover a table.**

Sunday, January 16:

11 am to 12 pm – Bruce

12 pm to 1 pm – Frank

1 pm to 2 pm – Alexinia

2 pm to 4 pm/5 pm – Jim

Monday, January 17: Times to be determined after contact with other Committee members.

Kathleen Paterson is working on an article with Windham Hospital to be placed in their Stafflink internal newsletter. A membership form will not be able to be included.

Ms. van Zelm said that follow-up letters re: membership will continue to be sent to those who want to be on the interested parties list except for potential tenants (so there is no conflict).

With respect to EO Smith High School involvement, Mr. Clouette suggested that the EO Smith Foundation be approached. **Ms. van Zelm will follow-up.**

**Ms. van Zelm will talk to Cindy Dainton, Director at the Mansfield Senior Center, re: an article in their newsletter.**

**Mr. McNabb and Mr. Clouette asked Ms. van Zelm to follow-up with Mansfield Parks and Recreation Director Curt Vincente re: best days and times to have a table at the Community Center (Mr. McNabb spoke to Mr. Vincente/a schedule is being set up.).**

Mr. Hintz asked if the Partnership can have a table at the XL Center and not just Gampel for a UConn basketball game. *(Ms. van Zelm spoke to David Evan at UConn Athletics and he is checking).*

**Ms. van Zelm will follow-up with the Town Manager's office to see what they place in Welcome packets with respect to the Partnership.**

**Mr. McNabb asked Ms. van Zelm to see if Horizons will print the membership form again (*Ms. Paterson reminded Ms. van Zelm that there was a cost to print the form*).**

The Committee agreed to focus on tables at the UConn Co-op and the Community Center, and information to the Board of Trustees.

#### **5. Next Meeting**

The Committee agreed to meet on Monday, January 10 at 8 am in the Partnership office.

The Committee agreed to set up a regular meeting date schedule of the 2<sup>nd</sup> Monday of the month. **Ms. van Zelm will send out the dates.**

#### **6. Adjourn**

Alexinia Baldwin made a motion to adjourn the meeting. Mr. Hintz seconded the motion. The motion was approved unanimously. The meeting adjourned at 9:00 am.

*Minutes taken by Cynthia van Zelm.*