

Town Report Committee
Minutes
2/5/09 - 9:00 a.m.
Mary Kalamaras' House

In attendance: Lauren Doherty, Nancy Dowd, Mary Kalamaras, Jeannette Reynolds and Kathy Weld

Minutes from the previous meeting on 1/22/09 were accepted as written.

1. Mary passed out an updated Dover Town Report Schedule, which shows which reports have been sent in, edited three times, and thus made ready to send to Pat Dacey. A few reports are still outstanding. The committee needs to seek out these reports, as all reports need to be edited by 2/19/09.
2. Shortening reports has been our goal, to cut down on lengthy, hard to read reports and to save money by eliminating a half or whole signature from The Town Report. The School Committee and Park & Recreation reports were cut drastically, without losing any content to accomplish this goal.
3. Editing details were discussed to help improve the readability and visual effect:
 - a) On many of the pages of last year's report, the words ran too far down the page, crowding the page number. To the reader's eye, this does not look professional.
 - b) Charts and graphs need to be included in School, and Park & Recreation reports to help the reader understand growth and trends. Graphs should be added to help the reader understand the success of the students in the Dover Schools. If charts and graphs were used instead of long narrative paragraphs, size of the reports would be shorter, helping the Committee cut down on the size of the Dover Town Report.
 - c) Financial reports would be more easily scanned, if they were placed horizontally on the page.
4. Photographs, to be inserted in the Town Report, were reviewed and selected for possible use. At the next meeting, the photographs will be placed within the Town Report.

The next meeting will be 2/12/09 at 9:00 a.m. at Jeannette Reynolds' house.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Jeannette Reynolds