

**Town Report Committee
Meeting Minutes
February 7, 2012 – 9:00 a.m.**

Present: Lauren Doherty, Mary Kalamaras, Hadley Reynolds, Jeannette Reynolds, Kathy Weld

1. Minutes from the previous meeting on 1/17/12 were accepted as written.
2. The committee reviewed the latest version of the Town Report Editing Schedule that Mary has been keeping. There were fewer outstanding reports this year than at this time last year. For each outstanding report, committee members volunteered to track down contacts from contributors. Lauren will also send out email reminders.
3. The committee agreed to the following actions on Report detail items:
 - a. Kathy suggested that in the future, the Regional High School report should be sent to Tricia Schmitt, secretary, instead of the principal.
 - b. The committee will make an effort to get contributors to use correct acronyms in their reports, as National Recreation and Park Association (NRPA). A reminder to do this will be placed in the original instruction letter accompanying previous year reports.
4. The committee reviewed all the photos submitted for the 2011 report and on file from previous years and created a folder of candidates for use throughout the report. We will provide Pat Dacey with our folder of candidate photos for her to use in laying out the Report. The committee chose several candidates for the cover and will decide upon one after Mary has done some editing of the photos.
6. The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Jeannette Reynolds