

Town Report Committee (TRC) Minutes

Meeting October 30, 2013 at 9 am

Members present: Kathy Weld, Mary Kalamaras, Lauren Doherty, Jill French and Dee Douglas

1. The Committee welcomed new member, Jill French and designated Kathy Weld as chairman and Dee Douglas as secretary.
2. The Committee reviewed and made changes to four documents:
 - The 2013-2014 Town Report Timeline, which includes the schedule of meeting dates and deadlines during the TRC working season.
 - The Town Report instructions, which will be sent by the Board of Selectmen.
 - The Guidelines for Electronic Files, sent out by the TRC.
 - The Dover Town Report Editorial Checklist and Style Sheet for TRC members.
3. The Committee made the following non-editing assignments:
 - Designer, Pat Dacey, will work directly with Mary
 - Obtain 3 printer quotes – Jill
 - Distribution of guidelines and 2012 report file templates – Kathy
 - Photos – Dee and Mary
 - Member to sign vouchers for payments - ?
 - Kathy will follow up with Greer to see who will handle post office quote.
 - In memoriam review and handling – Jill
4. Budget – The Committee agreed to level fund its budget.
5. Assign reports for editing – Jill will handle Hadley’s responsibilities from 2012/13 and Hadley will handle Lauren’s responsibilities from 2012/13.
6. Other: Lauren presented details about her work from past years along with helpful suggestions.
7. The next meeting will be Friday, December 18, 2013, to review printer quotes.

The meeting adjourned at 11 am.

Respectfully submitted,

Dee Douglas

