

Dover Town Report Committee
Meeting of October 29, 2014 – 9:00 a.m. at Kathy's
MINUTES approved 1-22-15

Present: Jill French, Mary Kalamaras, Hadley Reynolds, Kathy Weld

1. Document review: The committee reviewed and updated the drafts of the Town Report Instructions to be sent out by the Selectmen, the Guidelines for Electronic Files to be sent out by the committee along with the 2013 file templates, and the 2014 Town Report Timeline. Kathy will incorporate the changes made and send final copies to the selectmen's office and to committee members.

2. Committee assignments: members will take the same editing tasks as last year. The non-editing tasks were assigned as follows:

- a) liaison to printer and layout designer – Mary
- b) photos – Dee
- c) In Memoriam – Jill
- d) distribution of file templates – Kathy

3. FY16 TRC budget: The committee voted to approve level funding the budget for FY16.

4. Photos: It was agreed that we should get as many photos as possible in early; that the process of advertising for photo submissions should begin now; and that photos should be stored in Dropbox. We can begin photo selection at January meeting, finalize at February meeting.

In addition, there was much discussion about the disappointing quality of the photos in the 2013 Town Report, at what point in the process the issues might have occurred, e.g., in conversion from inDesign to PDF, and what action can be taken to rectify the situation for the 2014 report.

5. Distribution of file templates and guidelines: To streamline the process, Kathy will attempt a mass e-mailing, with cover note directing recipients to open both documents to use when creating their reports.

6. Specific action plans:

- a) Mary, along with any interested committee members, will meet with the printer and the designer to discuss issues with photos in 2013 Town Report.
- b) Kathy will pursue consistent terminology regarding Parks & Recreation department to be used throughout the Town Report

7. Next meetings:

Thursday, January 22, 2015 at 9:00 a.m. at Jill's house

Thursday, February 12, 2015 at 9:00 a.m. at Mary's house

The meeting was adjourned at 10:20 a.m.

Respectfully submitted, Kathy Weld