

Town Report Committee (TRC) Meeting Minutes

February 10, 2014, at 9:30 am

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

1. Meeting was scheduled for 2/5/14, but moved to 2/10/14 due to weather.
2. Minutes from 1/15/14 approved as presented. Dee will send to the Town Clerk.
3. Liaisons – To list or not to list: After discussion, committee chose to use content received from various committees in regard to liaisons listed.
4. Length of report: The 2012 report was 222 pages. It appears the 2013 report will be longer, by perhaps a half signature pages, but final page count will be determined with the final draft. Reports are still coming in.
5. Number of report copies to print: Committee agreed to 2400 count.
6. Photo Selection: Committee reviewed all photos submitted and selected photos to use. Further input regarding placement will be received from committee members through Dropbox.com or an additional meeting.
7. Schedule: The committee will submit final reports and photos to Pat as soon as possible with a final printout returned to us by 2/22/14. Initial proofreading of the final layout will be done the week of 2/24/14, if not sooner, and consolidated corrections will be returned to Pat by 2/28/14. She will incorporate the corrections and send the report to the printer. Courier will send a blueline copy for final proofing and any last-minute corrections, to be completed the week of 3/17/14 when committee members are back from vacation. The report will then be ready for full production of 2,400 copies.

The meeting adjourned at 12:20 pm.

Respectfully submitted,

Dee Douglas