

**LOUDON COMMUNICATIONS COUNCIL MINUTES OF AUGUST 15, 2005 AT THE
COMMUNITY BUILDING – HISTORICAL SOCIETY ROOM, ON VILLAGE ROAD.**

Council Members Present:

Raymond Cummings Dorothy Mulkhey
Amanda Masse

Non-Members Present:

Tom McCue Terri Barton
Deb Kardaseski Rodney Phillips (website portion)
Vicki Phillips (website portion)

- I. Secretary Amanda Masse distributed copies of the July 11th meeting to those who had not received them via email. Those present reviewed the minutes. A motion was made by Dorothy Mulkhey to accept the minutes; with a second by Raymond Cummings, the minutes were accepted.
- II. Treasurer Dorothy Mulkhey read the income and expense report for July. For the month of July the beginning balance was \$7,920.80. There were no deposits entered in July and there were expenses of \$2,018.03. The ending balance for July was \$5,902.77. A motion was made by Amanda Masse to accept the Treasurer's report as read; with a second by Raymond Cummings, the report was accepted.
- III. Publication Coordinator – Deb Kardaseski had reported on the September issue during the production portion of the meeting. Some of the articles that will be in the September issue include: veteran's memorial update, Old Home Day wrap-up, senior clinics, and recipes from Old Home Day baking contest. Items that should be worked on for the upcoming October issue will be a welcome to the new website with screen shots, an update on the Maxfield Public Library children's room, and apple recipes.
- IV. Website – Rodney Phillips reported that the website went "live" as planned. The Council members present expressed their great appreciation for the time Rodney has dedicated working on the website. Information from various organizations will need to be added as information is submitted or gathered. Rodney and Deb will be working together to get ads from *The Ledger* onto the site. Rodney was also working on the search function of the website. It is the Communications Council's hope that we will receive regular updates from committees and organizations with minutes, agendas and information about events for the website. The Council will also continue to introduce the website to the citizens through articles in *The Loudon Ledger* as well as on the website. Deb will add the website address back on top of *The Loudon Ledger*.
- V. Advertising – Terri Barton told those present she had three new ads. Samantha French was not present. A question was raised regarding whether The Council would consider publishing a classified advertisement. The Communications Council will need to develop a policy regarding classified advertisements.
- VI. Old Business –
 - A. Bylaws/Articles of Agreement/Mission Statement Review – It was decided by those present to wait for the entire Council to review these documents.
 - B. New Communications Council Member Recruit – Tom McCue will write another article to publish in *The Loudon Ledger* encouraging participation from all town organizations. All those present agreed that a recruit effort must continue to have more citizens involved.

- C. Publication Coordinator Job Description and Bid – The Council will take another month to review the job description and wait for the entire Council to review and make comments before making the job description final.
- D. Advertising Salesperson Job Description – As with the Publication Coordinator job description, all Council members should bring their final recommendations to the next meeting and the job description will be finalized.

A motion was made by Amanda Masse to adjourn, with a second by Dorothy Mulkhey, the meeting adjourned at 8:00 p.m.

The next production meeting for *The Ledger* will be held on Monday, September 12th at 6:30 p.m. and the regular monthly meeting of the Loudon Communications Council will immediately follow at 7:00 p.m. at The Community Building - Charlie's Barn in the village.

Respectfully Submitted,
Amanda Masse, Secretary
Loudon Communications Council