

**LOUDON COMMUNICATIONS COUNCIL MINUTES OF JULY 11, 2005 AT THE
COMMUNITY BUILDING – CHARLIE’S BARN, ON VILLAGE ROAD.**

Council Members Present:

Raymond Cummings Dorothy Mulkhey
Amanda Masse

Non-Members Present:

Tom McCue Terri Barton
Deb Kardaseski Samantha French

- I. Secretary Amanda Masse distributed copies of the June 13th 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 June. For the month of June the beginning balance was \$7,911.40. There was income of \$1,062.00 and expenses of \$1,052.60. The ending balance for June was \$7,920.80. 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 reported on the August issue during the production portion of the meeting. Items that should be worked on for the upcoming September issue will be an Old Home Day wrap up with pictures, apple recipes, recipes from the Old Home Day baking contest, new website welcome with screen shots, and an update on the new Maxfield Public Library children’s room.
- IV. Website – Rodney Phillips was unavailable for this meeting. Amanda reported that it was the goal to get the website “live” by July 29th. Town departments and organizations have been returning surveys and information has been entered into the site. Mary Ann Steele is working on brief descriptions of various departments and organizations to have on the appropriate pages. Amanda noted that she would be contacting those organizations or departments who had not responded and phone interview them to get information for the website. The entire Council again expressed what an exceptional job Rodney has done creating the website which contains information that is important to the citizens of Loudon. The Council looks forward to introducing the website to the citizens through articles in *The Loudon Ledger* as well as on the website.
- V. Advertising – Terri Barton submitted her advertising report. Advertisements were reviewed during the production meeting at 6:30.
- VI. Old Business –
 - A. Publication Coordinator Job Description and Bid – Copies of the latest draft were available. The Council will take another month to review the job description as well as review articles of incorporation and bylaws before making the job description final.
 - B. Advertising Salesperson Job Description - Copies of the latest draft were available. Terri Barton discussed a few of her suggestions. The Council agreed that more research and discussion is needed regarding subcontract work and what that entails. In addition the timing on payments of commissions will be reviewed and finalized. All Council members should bring their final recommendations to the next meeting and the job description will be finalized.

- C. Remaining Town Funds – It was agreed by all present that funds allocated for The Communications Council in the Town's Fiscal Year 2004-2005 Budget will not be encumbered and go back to the town.
- D. Old Home Day – Members present agreed that due to lack of availability of volunteers, The Communications Council would not have a booth at Loudon Old Home Day this year. We hope to return next year.

VII. New Business –

- A. Legal Documents – Attorney Tom McCue had copies of The Bylaws of The Loudon Communications Council and the Articles of Agreement for the Loudon Communications Council available for those present. Tom stated that he would mail a copy to Mary Ann Steele. Members were asked to review these important documents and bring recommendations for changes to the August meeting.
- B. Resignations – Raymond Cummings had received resignation letters from Judy and Lyford Merrow. Members present reluctantly agreed to accept those resignations. Secretary Amanda Masse will work with Chair Raymond Cummings on a letter thanking them for their years of volunteerism on behalf of The Council.
- C. New Members – Attorney McCue had a copy of the list of Directors for The Council available. All those present agreed that a recruit effort must be underway to have more citizens involved. Attorney McCue stated that he would write a brief article stating a need for more involvement for the upcoming issue of *The Loudon Ledger*.

A motion was made by Amanda Masse to adjourn, with a second by Raymond Cummings, the meeting adjourned at 8:02 p.m.

The next production meeting for *The Ledger* will be held on Monday, August 15th at 6:30 p.m. and the regular monthly meeting of the Loudon Communications Council will immediately follow at 7:00 p.m. at Charlie's Barn in the village.

Respectfully Submitted,
Amanda Masse, Secretary
Loudon Communications Council