

**LOUDON COMMUNICATIONS COUNCIL MINUTES OF APRIL 17, 2006 AT THE
COMMUNITY BUILDING – CHARLIE’S BARN, ON VILLAGE ROAD.**

Council Members Present:

Raymond Cummings Dorothy Mulkhey
Amanda Masse Tricia Ingraham

Non-Members Present:

Tom McCue Terri Barton
Deb Kardaseski

- I. Advertising Reports – Samantha French was not present but had given Publication Coordinator Deb Kardaseski her advertising paperwork and her payments received to Treasurer Dorothy Mulkhey for the May issue. Terri Barton brought paperwork for her advertisements for the May issue.

- II. Publication Coordinator – Deb Kardaseski reported on the May issue of *The Loudon Ledger*. She has received a huge amount of information from a variety of organizations in town including: Recycling Committee, Recreation Committee, Girl Scouts, Boy Scouts, LYAA, Young at Heart, Library, and the schools. Tricia Ingraham wrote an article on Radon which will be the first installment in her health related articles. Also received were a healthy lunchbox update, international recipes, wildlife report on polliwogs, VNA news, and Concord Hospital news. On the front page will be the DARE graduation with photos. Those present discussed some of the other articles that need to be worked on for upcoming issues and include: the update on the Town Hall, town employee write-ups, the Red Sox fan, property tax relief information, historical articles, neighbors in business, spotlight on town services, an update on the Volunteers of America housing project and interviews with “old-timers”. Everyone agreed that a recruitment effort should be underway to get some additional writers for these great ideas.

- III. Secretary Amanda Masse distributed copies of the March 20th meeting minutes to those who had not received them via email. Those present reviewed the minutes. There were two corrections, in *section II*. “*Council members agreed to move the deadline for submissions to May 12th and to move the Communications Council meeting date to Monday, May 15th (instead of 22nd) in order to meet the deadline.*” And in section III. “*with that change*” was deleted as there were no changes to those February 20th meeting minutes. A motion was made by Dorothy Mulkhey to accept the minutes with those changes; with a second by Tricia Ingraham, the minutes were accepted.

- IV. Treasurer Dorothy Mulkhey read the income and expense report for March. For the month of March the beginning balance was \$7,533.84. There were deposits of \$1,599.00 and there were expenses of \$699.52. The ending balance for March was \$8,433.32. In the town account there is a balance of \$15,768.68. 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.

- V. Website – Amanda Masse reported that the website continues to improve and get used. Terri Barton asked to include the Old Home Day individual supporter sheet, the business sponsor sheet and the Citizen of the Year nomination form on the website. Terri agreed to provide those files to Amanda and she would add those to the website. It was noted that changes would need to be made as to the new officers of the various elected positions in town and in addition some of the terms may need to be changed. Amanda stated that she and Rodney would work on these updates.

VI. Old Business-

- a) New Member Recruit – The recruit effort continues as it is important to have more citizens involved. Articles will continue to run in *The Loudon Ledger* and on the website encouraging even more participation from all town organizations on The Loudon Communications Council.
- b) House Accounts – Those present discussed wording for a house account policy. Amanda Masse made a motion to adopt the following as policy; *Any new advertiser who mails in their advertisement information without being contacted by an advertising salesperson will be a house account. Additionally, sales of advertisements obtained by any Communications Council member or Deb Kardaseski will not receive commissions and are also to be known as house accounts.* The motion was seconded by Tricia Ingraham, and passed unanimously.
- c) Ratify Chair signing Certificate of Revival and 2005 Non Profit Report - A motion was made by Amanda Masse to have Chairman Raymond Cummings sign the certificate and report. The motion was seconded by Dorothy Mulkhey, the motion passed.
- d) Authorize Payment of the fee for Certificate of Revival and 2005 Non Profit Report - A motion was made by Amanda Masse to authorize payment of the \$75, with a second by Raymond Cummings, the motion passed. Those present thanked Attorney McCue for completing this paperwork.
- e) Budget – Publication Coordinator, Deb Kardaseski had updated the budget worksheet with production costs including revised layout, printing, postage and Direct-O-Mail costs. Thank you to Deb for compiling that information.

VII. New Business-

- a) Publication Coordinator contract – Publications Coordinator Deborah Kardaseski submitted her proposal for the publication of *The Loudon Ledger*. Those present discussed the proposal. Amanda Masse made a motion to accept Deb Kardaseski's contract for the publication of *The Loudon Ledger* for \$850 per issue. The Council members present thanked Deb for the work she does in the production of the paper. The motion was seconded by Dorothy Mulkhey, and passed unanimously.
- b) Annual Meeting – Attorney Tom McCue noted that the Annual Meeting of the Loudon Communications Council would need to be held. Those present agreed to schedule the Annual Meeting of The Loudon Communications Council for Monday, May 15, 2006 at 6:30 p.m. Tom stated he would make sure that notices were published 20 days prior to the meeting. We will be officially electing officers as well as the director positions for which the terms are expiring. Every effort should be made to attend this meeting and all were encouraged to bring anyone else who would be willing to serve.

A motion was made by Dorothy Mulkhey to adjourn, with a second by Raymond Cummings, the meeting adjourned at 7:55 p.m. The next meeting of The Loudon Communications Council will be held on Monday, May 15th at 6:30 p.m. at The Community Building - Charlie's Barn in the village.

Respectfully Submitted,
Amanda Masse, Secretary
Loudon Communications Council