

**LOUDON COMMUNICATIONS COUNCIL MINUTES OF AUGUST 20, 2007 AT THE  
COMMUNITY BUILDING – CHARLIE’S BARN, ON VILLAGE ROAD.**

---

**Meeting Attendees:**

MaryAnn Steele      Dorothy Mulkhey      Amanda Masse      Tricia Ingraham      Samantha French

---

- I. Advertising Reports – Samantha French had paperwork for twelve ads including four new ads in addition to those who have contracts and multiple month ads. Samantha will meet with Deb to get these ads to her. Tricia Ingraham went to a business that had a listing of advertisers in our area; she will get that info to Samantha.
- II. Publication Coordinator – Deb Kardaseski was not present but had reported to Amanda that the issue was a full one. Amanda noted that MaryAnn had written a beautiful piece in memory of Raymond that will be included in the September issue.
- III. Secretary’s Report – Kris Trip had distributed the minutes of July meeting via email. Those present reviewed the minutes. A motion was made by Dorothy Mulkhey to accept the minutes; with a second by Tricia Ingraham, the minutes were accepted.
- IV. Treasurer’s Report – Treasurer Dorothy Mulkhey read the income and expense report for July. For the month of July the beginning balance was \$16,037.55. There were deposits of \$450.00 and there were expenses of \$1,069.64. The ending balance for July was \$15,417.91. In the town account there is a balance of 10,155.00. Dottie noted that the publication and printing costs are paid out of the town account at this point. A motion was made by Amanda Masse to accept the Treasurer’s report; with a second by MaryAnn Steele, the motion passed. MaryAnn Steele made a motion to authorize Treasurer Dorothy Mulkhey to make a donation on behalf of the Loudon Communications Council in the amount of \$100.00 to the Raymond Cummings Scholarship Fund in memory of Raymond Cummings; with a second by Amanda Masse the motion passed unanimously. Mary Ann Steele made a motion to void and reissue the check to Rodney Phillips for the website hosting; with a second by Amanda Masse, the motion passed.
- V. Website Update – Emily Bracey was not present. The website continues to be utilized. MaryAnn suggested that we continue to run an ad that states what type of information is available on the site.
- VI. Old Business-
  - a. **Annual Meeting** – It was agreed by those present to hold the Annual Meeting of The Loudon Communications Council on Monday, October 22<sup>nd</sup> at 6:30 p.m. at The Community Building – Charlie’s Barn. This meeting held annually is to review the bylaws and to elect positions on The Council. Notice of the meeting will be in the September and October issues of *The Loudon Ledger* as well as the town website. Secretary Amanda Masse will update the officer and director list with a nomination report to review at the next meeting.
  - b. **Request for Proposals** – According to RSA 95:1 as a publicly funded entity, the Loudon Communications Council is required to competitively bid the publication of *The Loudon Ledger* in accordance with the bylaws. In the coming months we will be working on the bid specifications to reflect the exact duties of the publication coordinator. The Communications Council will be very specific with the bid specs, disclaimer, opening procedures, etc.

- c. **Bylaws/Articles of Agreement/Mission Statement Review** – these important documents will need a complete review and in addition, complete job descriptions of council positions and procedures for duties should be outlined.

VII. New Business

- a. **Letter from The Cummings Family** – A letter was received by the Cummings Family thanking The Communications Council for their floral arrangement.
- b. **Annual Report** - Dorothy Mulkhey received the Annual Report information and will get that info to Attorney Thomas McCue for his help preparing that report.
- c. **Ongoing Council Recruitment** – Those present discussed the need to recruit other volunteers to serve on The Communications Council and or help with The Loudon Ledger. There are many ways to help and we are always looking for anyone new interested in volunteering.

A motion was made by MaryAnn Steele to adjourn, with a second by Dorothy Mulkhey, the meeting adjourned at 7:35 p.m. The next meeting of The Loudon Communications Council will be held on Monday, September 17<sup>th</sup> at 6:30 p.m. at The Community Building - Charlie's Barn in the village.

Respectfully Submitted,  
Amanda Masse, Secretary  
Loudon Communications Council