

**LOUDON COMMUNICATIONS COUNCIL MINUTES OF JUNE 19, 2006 AT THE
COMMUNITY BUILDING – CHARLIE’S BARN, ON VILLAGE ROAD.**

Council Members Present:

Tricia Ingraham Dorothy Mulkhey
Amanda Masse

Non-Members Present:

Tom McCue
Deb Kardaseski

- I. Advertising Reports – Samantha French was not present but had given Publication Coordinator Deb Kardaseski her advertising paperwork for the July issue. Terri Barton was not present but had given Amanda Masse her paperwork for the month. There were several questions on 5 different ads. Paperwork was submitted for advertisements that had not been paid for which cannot happen. Amanda Masse will contact Terri Barton and get clarification on these questions. Those present noted again that ads cannot be accepted without payment. These companies are paying for an advertisement and we have an obligation to make sure everything is correct. This cannot occur without proper paperwork and payment documentation. We will be working on changes that need to be made for the process to run smoothly.
- II. Publication Coordinator – Deb Kardaseski reported on the July issue of *The Loudon Ledger*. This is another full issue of community news. The front cover will be Memorial Day parade with pictures. Tricia Ingraham will be working on the origin of Labor Day for the August issue and had received an interesting article from a towns person which will be in the July issue. Amanda has the written documentation of the first Old Home Day which she will type up for the August issue. Deb is also working on a collection of articles and information about local farms and locally grown produce, meats, flowers. Samantha is working on advertisements for this section. We still have a great number of ideas for articles that we need to recruit writers for including the very important section on town employee introductions and services provided – Deb will continue to run the ad looking for volunteers. Amanda Masse noted that she had been contacted by a Loudon 6th grade girl who is interested in writing poetry or short stories for *The Loudon Ledger*. Those present agreed that Amanda should encourage this young author to submit her stories.
- III. Secretary Amanda Masse distributed copies of the May 15th meeting minutes to those who had not received them via email. Those present reviewed the minutes. Attorney Tom McCue noted that *The Loudon Ledger* should consistently be italicized. He also noted a change that needed to be made in the Annual Meeting section where it states that Dottie will train anyone who succeeds her for the treasurer position should she have to leave. The minutes stated precedes which is incorrect. A motion was made by Tricia Ingraham to accept the minutes with those two changes; with a second by Dottie Mulkhey, the changed minutes were accepted.
- IV. Treasurer Dorothy Mulkhey read the income and expense report for May. For the month of May the beginning balance was \$9,585.98. There were deposits of \$1,708.67 and there were expenses of \$220.07. The ending balance for May was \$11,074.58. In the town account there is a balance of \$10,771.88 as of June 19th. A motion was made by Amanda Masse to accept the Treasurer’s report as read; with a second by Tricia Ingraham, the report was accepted.
- V. Attorney Tom McCue stated that the end of the fiscal year is fast approaching. Discussions at previous meetings had been to try and encumber Town funds that were in our budget for the 2005-2006 year by pre-paying invoices or contracts from those funds. However, due to the recent

flooding and increased cost to the town putting a strain on the budget it was discussed whether we should turn back any unused amount to the unreserved fund balance to offset some of these extra town wide expenses. It was also noted that The Communications Council had received a significant cut in the 2006-2007 Town budget from what was asked for. We had asked again for \$20,000 and only \$12,000 was put in the 2006-2007 Town budget. If advertisements or donations are not as they have been, then this Town budget amount could be problematic. Secretary Amanda Masse will contact Council Members not in attendance and get a decision on what steps should be taken. In communications with all Council members it was decided that Chairperson Raymond Cummings would submit a bill/contract for \$3,400 for four months of publication of *The Loudon Ledger*. This would still leave some funds in the Communications Council line in the Town budget to be turned back into the general fund.

- VI. Banking for The Communications Council – In speaking to Dottie regarding deposits of the account it came to Amanda's attention that Dottie drives all the way to Concord every time she needs to do banking for the Council. Amanda suggested that the Council move the bank account to the local Loudon TD Banknorth in order to save Dottie time and money on gas making trips to Citizen's Bank. Dottie, Amanda and Tricia all agreed to move the account if the other council members had no objection or reasons why it shouldn't be moved. The only comment Dottie noted was that she just purchased checks for this Citizen's account. Those present agreed it would be reasonable to just take that loss (about \$80) and destroy unused checks once a new account was open. This would save her time, hassle and money. Secretary Amanda Masse stated that she would contact the other Council members either by phone or email and get their decision on this matter. Council members present and through communication either by email or phone with council members who were not in attendance, made the following decision. The Loudon Communications Council moved to authorize Treasurer Dorothy Mulkhey to take the necessary steps to open an account at the Loudon TD Banknorth branch for The Loudon Communications Council's banking needs.
- VII. Website – Amanda Masse again reported that the website continues to improve and get used. Several organizations recently added more information to their sections. We will continue to have the advertisement looking for someone to collect information for the website.
- VIII. 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.

A motion was made by Amanda Masse to adjourn, with a second by Dorothy Mulkhey, the meeting adjourned at 7:40 p.m. The next meeting of The Loudon Communications Council will be held on Monday, July 17th at 6:30 p.m. at The Community Building - Charlie's Barn in the village.

Respectfully Submitted,
Amanda Masse, Secretary
Loudon Communications Council