

LOUDON COMMUNICATIONS COUNCIL amended MINUTES OF SEPTEMBER 17, 2007 AT THE COMMUNITY BUILDING – CHARLIE’S BARN, ON VILLAGE ROAD.

Meeting Attendees:

MaryAnn Steele	Kris Tripp	Amanda Masse
Samantha French	Dorothy Mulkhey	Tricia Ingraham
Deb Kardaseski		

- I. Advertising Reports – Samantha French reported that she has 12 ads this month, including one for four months and two new ads in addition to the annual contracts.
- II. Publication Coordinator – Deb Kardaseski reported that she was having computer problems and hopefully things will be resolved soon. Deb reported on the October issue and that it was a light issue this month. Those present discussed additional materials that will be added.
- III. Secretary’s Report – Amanda Masse had distributed the minutes of August meeting via email. Those present reviewed the minutes. A motion was made by Tricia Ingraham to accept the minutes; with a second by Dottie Mulkhey, the minutes were accepted.
- IV. Treasurer’s Report – Treasurer Dorothy Mulkhey read the income and expense report for August. For the month of August the beginning balance was \$15,492.91. There were deposits of \$725.00 and there were expenses of \$861.46. The ending balance for August was \$15,356.45. In the town account there is a balance of 8,393.00. Dottie noted that the donation was made to the memorial fund for Raymond, she had ordered new checks, purchased the 4 part ad sale forms, and re-issued the check for Rodney for the website hosting fee. A motion was made by Amanda Masse to accept the Treasurer’s report; with a second by MaryAnn Steele, the motion passed.
- V. Website Update – Emily Bracey was not in attendance. Website seems to be going well.
- VI. Old Business-
 - a. **Annual Meeting** – The Annual Meeting of The Loudon Communications Council is scheduled for Monday, October 22nd 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 was in the September issue and will be in the October issue of *The Loudon Ledger* as well as the town website. Secretary Amanda Masse will update the officer and director list with a nomination report for the Annual 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. We will be starting the bid process in January. 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** – the Council will make a complete review of these important documents and also create job descriptions of council positions and outline additional procedures.

VII. New Business

- a. **Annual Report** – Attorney Thomas McCue stopped by to pick up the Annual Report information from Dorothy Mulkhey. He will help prepare this report.
- b. **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. Kris Tripp stated that she would write an article for the October Ledger for the front page about our needs.

A motion was made by MaryAnn Steele to adjourn, with a second by Kris Tripp, the meeting adjourned at 7:45 p.m. The next meeting of The Loudon Communications Council will be held on Monday, October 22nd at 6:30 p.m. at The Community Building - Charlie's Barn in the village. This will be The Communications Council Annual Meeting.

Respectfully Submitted,
Amanda Masse, Secretary
Loudon Communications Council