

**LOUDON COMMUNICATIONS COUNCIL MINUTES OF SEPTEMBER 12, 2005 AT THE
COMMUNITY BUILDING – CHARLIE’S BARN, ON VILLAGE ROAD.**

Council Members Present:

Raymond Cummings Dorothy Mulkhey
Amanda Masse

Non-Members Present:

Samantha French
Terri Barton (dropped off ads)

- I. Secretary Amanda Masse distributed copies of the August 15th meeting to those who had not received them via email. Those present reviewed the minutes. A motion was made by Raymond Cummings to accept the minutes; with a second by Dottie Mulkhey, the minutes were accepted.
- II. Treasurer Dorothy Mulkhey read the income and expense report for August. For the month of August the beginning balance was \$5,902.77. There were deposits of \$1,115.00 and there were expenses of \$1,657.65. The ending balance for August was \$5,360.12. 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. Dottie also reported that the auditors suggested making a complete report to be included in the Communications Council section of the town report.
- III. Publication Coordinator – Deb Kardaseski was not available for this meeting. Amanda will be in contact with Deb to ensure that if help is needed, it is provided for the October issue in regard to articles or review of submissions. Items that should be thought about for the upcoming November issue are: a complete website introduction with screen shots, veteran’s memorial dedication ceremony with photos, and favorite Thanksgiving recipes. Amanda will also ask Deb for *The Ledger* schedule for next year in order to secure the meeting facilities.
- IV. Website – Rodney Phillips was not present. Amanda reported that there have been a few additions to organizations on the site. The next step will be to publicize the website address: www.loudonnh.org for increased utilization and interest. It was also decided to add a section on the website for recruitment of members for The Communications Council. Amanda will continue to work with various organizations in town updating their information. The Council members present discussed the advertisements which are on the website. Currently all advertisers of the last issue of *The Loudon Ledger* are posted on the website. It was decided that only those advertisers with contracts over six months or those who continuously advertise will be included on the website.
- V. Advertising – Terri Barton came in the beginning of the meeting to turn in paperwork for two new ads for the upcoming issue. Samantha French submitted paperwork for eight new ads and has lined up two already for next month.
- VI. Old Business –
 - A. Bylaws/Articles of Agreement/Mission Statement Review – It was again decided by those present to wait for the entire Council to review and make suggestions to these important documents.
 - B. New Communications Council Member Recruit – Articles will continue to run in *The Loudon Ledger* encouraging participation from all town organizations on The Communications Council. The recruit effort will continue as it is important to have more citizens involved.

- C. Publication Coordinator Job Description and Bid – The Council will wait for the entire Council to review and make comments before making the job description final.
- D. Advertising Salesperson Job Description – As with the Publication Coordinator job description, all Council members should bring their final recommendations to the next meeting and the job description will be finalized.
- E. Post Office Box – A Communications Council member will be picking up the mail at the post office box once a week to be sure all bills and paperwork are processed in a timely manner.
- F. Classified Advertisements – Based on a request last month, the council decided to begin offering classified advertisements. The content will be subject to approval by The Communications Council and a formal policy will be developed for submission. Cost for the classified advertisements would be \$10 for 2-3 lines and \$15 for 4-5 lines. These funds would be considered part of a “house account” as no commission would be paid or needed to service the accounts.

A motion was made by Amanda Masse to adjourn, with a second by Dorothy Mulkhey, the meeting adjourned at 7:45 p.m.

The next production meeting for *The Ledger* will be held on Monday, October 10th at 6:30 p.m. and the regular monthly meeting of the Loudon Communications Council will immediately follow at 7:00 p.m. at The Community Building - Charlie's Barn in the village.

Respectfully Submitted,
Amanda Masse, Secretary
Loudon Communications Council