

Appleton Communication Advisory Committee  
Meeting February 1, 2006, 7:00 p.m.  
Appleton Village School

Member present: Jane Shields, Kal Winer, Peter Sandefur, Marydale Abernathy, Than Porter

Issues discussed:

1. Approval of minutes from introductory meeting on Jan. 25, 2006.

2. Marydale lead a discussion about the goals of the committee.

It was established that we are advising and recommending but not managing communication in the town. Our role is to advise the town selectmen on communication issues.

There was discussion of inviting town clerks and selectmen to share their understanding, insights and concerns about communication within the town.

3. We then worked on identifying what key information we need to communicate and then what modes of dissemination we could use for that information.

We discussed two broad categories of information:

- i. Town government information
- ii. Community projects/ happenings

4. Peter proposed that we need to focus on the vehicle into which we can load the information.

Discussion lead to a newsletter format that would be in both paper and electronic formats on a monthly basis. Some questions that arose were a cost of publication and the inclusion of classified ads, the need for long term energy for publishing.

5. We then worked on a plan to get things prepared for the budget committee.

Get budget deadline.

Bulk mailing status.

Copying costs for publications, both print and Xeroxing.

6. Next meeting March 1<sup>st</sup> 7:00pm at Appleton Village School library.

7. Adjourned at 9:15pm.