

**Meeting Minutes**  
For the  
7 PM, 8/23/18 Meeting  
of the  
**Board of Finance Communication Sub-committee**

Meeting Minutes approved at the 10/25/18 Meeting

**Members Present:**

Bruce Dutch  
Todd Gelston  
Cindy Varricchio (Staff)

**Members of the Public Present:**

None

**AGENDA**

For the  
8/23/18 BoF Communications Sub-committee Meeting  
7 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes – March 12, 2018 Special Meeting
3. Review of potential finance articles for the East Haddam News
4. Communication Recommendations for the next Board of Finance Meeting
5. Action Items
6. Scheduling for the next meeting

**DISCUSSION**

Meeting was called to order at 7:00 PM.

Motion made by Bruce Dutch to approve the minutes for the 4/12/18 Meeting of the Communication Sub-committee. Motion seconded by Todd Gelston. Motion approved by unanimous vote.

The meeting started with a review and discussion on the draft of an article for the East Haddam News. The title of the article is “The importance of a Fund Balance”. After some discussion the attendees agreed that this Communications Sub-committee will recommend to the Board of Finance that this article be printed in the East Haddam News. The attendees also agreed to give the Board of Finance members a week to review the draft article for comments, additions, deletions and corrections before it is submitted to the East Haddam News for publication.

The sub-committee members also discussed possible subjects for the next article. It was suggested that for the next article, we should write about a particular fund balance or balances and explain it in more detail. The attendees listed the current active fund balances for the Town. They are:

1. General Fund
2. Special Revenue Funds

3. Debt Service Funds
4. Capital Project Funds
5. Capital Reserve Funds
6. Permanent Funds
7. Fiduciary Funds
8. Endowment Funds

After some discussion the attendees decided that an article be drafted about a certain fund or funds for the Town. The intent of the article is to pick one or two funds and explain their financial composition in more detail. The sub-committee will review the draft at the next sub-committee meeting.

The attendees requested that the length of the articles be limited to 400 words as much as possible.

The meeting concluded with the above discussion and adjourned at 7:59 PM.

Meeting Minutes written by Todd Gelston.