

**Meeting Minutes for the
7 PM, 07/30/19 Meeting
of the
Board of Finance Communication Sub-committee**

MINUTES approved at 9/10/19 Meeting

Members Present: Bruce Dutch, Todd Gelston

Staff Present: Cindy Varricchio

Members of the Public Present: None

AGENDA

For the
07/30/19 BoF Communications Sub-committee Meeting
7 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes – June 18, 2019 Special Meeting
3. Review of Action Items from the 6/18/19 Meeting
4. Review of potential finance articles for the East Haddam News
5. New Action Items
6. Communication Recommendations for the next Board of Finance Meeting
7. Scheduling for the next Meeting

DISCUSSION

Meeting called to order at 7:02 PM.

Motion made by Bruce Dutch to approve the minutes for the 6/18/19 Meeting of the Communication Sub-committee. Motion seconded by Todd Gelston. Motion approved by unanimous vote.

Next, the meeting attendees reviewed the status of the action items from the 6/18/19 meeting as follows:

Action Item #1:

Todd was able to exchange emails with the Editor of the East Haddam News (EHN) about better placement of the Endowment Fund article and adding color to the Endowment Summary Table. The Editor did not know why the article was placed as a Letter to the Editor. He said that the EHN will be glad to place our articles anywhere we want them. He also said that color could be added to table. However, there would be an added small cost for color that would be determined by the EHN. Todd suggested that the Sub-committee could ask the Board of Finance for approval to pay the added cost for color. The Sub-committee reached a consensus with an agreement to ask the BoF to pay for the cost for color in the Table. Todd volunteered to initiate an update of the Endowment Funds Article for publication in September issue of the EHN.

Action Item #2:

Todd had not yet sent the Finance Director all of the previous BoF Communication Articles written and published in the EHN. However, he promised to send them by the end of that week (8/2/19).

Action Item #3:

The DRAFT of an article that would be a taxpayer's guide for reading and understanding the Budget Status Reports has not been completed. It is in progress. It was suggested during this meeting that a Quarterly Budget Report could be released and published in the EHN. A link to the definition of financial terms used could be inserted in the Quarterly Report. The Finance Director would like to draft a first pass at a Quarterly Report that would be as simple as possible and still be informative. It would include major budget categories of Expenses and Revenues with snapshots of totals.

Action Item #4:

The DRAFT of an article that will explain and provide financial status of the key projects that are currently in progress in East Haddam has not been completed. It is in progress. This article may also be aligned with Quarters, i.e. First Quarter Progress Report, Second Quarter Progress Report, etc.). This article should also include the completion status of the key projects with input from the First Selectman's Office. Cindy volunteered to discuss the feasibility of this type of article with First Selectman Lyman.

As was suggested at the 6/18/19 meeting and discussed at this meeting, articles could be written for the Events Magazine that would include pointers to our past EHN articles.

The attendees concluded the Meeting by scheduling the next meeting for the last Tuesday in August, 8/27/19.

The Meeting was adjourned at 7:33 PM.

Meeting Minutes written by Todd Gelston.