

**Meeting Minutes for the  
7 PM, 11/20/19 Meeting  
of the  
Board of Finance Communication Sub-committee**

**MINUTES approved at the 12/11/19 Meeting**

**Members Present:** Bruce Dutch, Todd Gelston

**Staff Present:** None

**Members of the Public Present:** None

**AGENDA**

For the  
11/20/19 BoF Communications Sub-committee Meeting  
7 PM at the MOBC, Meeting Room #4

1. Call to Order
2. Approval of the Minutes – September 10, 2019 Special Meeting
3. Review of potential finance articles for the East Haddam News
4. Potential other outlets for the Articles
5. Communication Recommendations for the next Board of Finance Meeting
6. 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 9/10/19 Meeting of the Communication Sub-committee. Motion seconded by Todd Gelston. Motion approved by unanimous vote.

Next, Todd Gelston reported that the next article (Endowment Funds) is scheduled to be published in the 11/21/19 edition of the East Haddam News. The article following the Endowment Funds article is planned to be published two weeks later. This article will be the Quarterly Report for the First Quarter.

The attendees listed and discussed the potential outlets for our BoF Communication articles. They were:

- East Haddam News
- Events Magazine
- Town Website
- Town Facebook
- Others?

Next, the attendees reviewed and discussed potential articles. They discussed drafting an article that explains Audits and the Audit Process. It was suggested that it would be more timely and interesting to draft an article describing the financial status and future finances of the Transfer Station. Todd volunteered to write a first draft of the Transfer Station article for our next meeting. However, further

thought to the subject made the attendees decide to meet with the First Selectman and the Public Works Director first before drafting an article for publication. Todd volunteered to set-up that meeting.

Next, the attendees discussed what are good meeting nights for this Communications sub-committee. It was decided that Wednesday nights (2<sup>nd</sup> and 4<sup>th</sup> of the month) are the first choice with 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Tuesdays as the second choice.

The attendees concluded the Meeting with the above discussion.

The Meeting was adjourned at 7:25 PM.

Meeting Minutes written by Todd Gelston.