

Registration Committee Meeting Minutes April 10, 2016

Present: Cecilia Vore, Convener; Barbara Macklem; Barbara Henry; Mary Murphy; Elaine Hickey

Cecilia called the meeting to order at 2:10pm and distributed information packets.
Cecilia was nominated to be Committee Chair and unanimously elected.

Duties:

- Secretary – Elaine Hickey
- Attend Advisory Meeting
Sept. – Barbara Henry; **March**- Barbara Macklem; **June**- Elaine Hickey; **January**- Cecilia Vore;
April 30th Appreciation Lunch: Barbara Macklem & Cecilia Vore.
- Welcome Packet distribution – Mary Murphy.
 - Barbara Macklem asked, on behalf of the Arden Archives Committee, if the Registration Committee would consider purchasing copies of *The Arden Walking Tour* which the Craft Shop/Museum sells, to place in the new resident Welcome Packets. All thought it would be a good idea. Barbara will research the cost that the Craft Shop/Museum pays when they purchase for the *Arden Book* from the Registration Committee.
 - Occasionally new or prospective residents contact Liz Resko or Mike Curtis regarding Arden history/life. Cecilia and Barbara M. will get together regarding referring those inquires to the Arden Craft Shop/Museum. Also, perhaps non-time sensitive information from Ardens.com can be put on the Museum website.
- Database and Resident Records – Cecilia Vore.
 - Cecilia will pick a time when the Committee can get together to see how the database works. Currently, when she is out of town, Cecilia sends a back-up copy to Danny Schweers and Alton Dahl who both have the software on their computers.
- Fall Referendum – Barbara Henry.
- March election of Committees & Officers – Barbara Macklem.

Elections:

- Election results are bundled and stored in the Town Office for one year. Cecilia will convert templates of the Ballot and other election forms to Microsoft Word. Will try to figure out how to make them more accessible.
- Need for better protocol for the Nominations of Officers and Committees so that nominees are aware of being on the ballot. Cecilia will compose a protocol and send to the committee for input. An announcement could go into the January and February *Page*. The draft Ballot will be posted in February. The deadline for the slate is the March Advisory meeting.
- When a paper ballot is conducted at Town Meeting we need to announce that each voter needs to give their ballot to a Registration Committee member, not any other individual.
- Alternates were not listed on the Election Results this year. No one has inquired about that.
- A paper ballot will be printed for the Playground Committee runoff election at the June Town Meeting. There will be no nominations from the floor. The ballot will be given out at the beginning of the meeting. Voting will run during the meeting until a cutoff point is announced. The committee will count the votes before the end of the meeting.

Announcement: Go to the Registration Website and see what we have there.

Respectfully submitted: Elaine Hickey, Secretary