

Registration Committee Meeting Minutes April 8, 2017

Present: Cecilia Vore, Barbara Macklem; Barbara Henry; Jan Westerhouse; Elaine Hickey; Danny Schweers (Advisory Chair)

Convener Barbara Henry called the meeting to order at 2:10 PM

Election of Registration Committee Chair:

Cecilia Vore was elected unanimously to be Chair.

Assignment of Registration Committee member responsibilities:

- Cecilia distributed the list of our responsibilities and calendar/timeline of when they are to be performed.
- Jan Westerhouse will head-up the Welcome Hither Packet assembly and distribution.
- Fall Election – Barbara Henry
- March Election – Barbara Macklem
- Secretary – Elaine
- Database - Cecilia
- Advisory Meeting Attendance:
 - June 5 – Elaine
 - September 5 – Barbara Henry
 - January 2 – Cecilia
 - March 5 – Barbara Macklem
 - Jan may attend any of Advisory Meetings as she wishes.

Slate of nominees for all Committees-

- Committee chairs are supposed to bring their list of nominees to the January Advisory meeting. Nominations are announced at the January town meeting. If committees do not have a full slate at that time, and are having difficulties getting nominees, the Advisory Chair will step in and find nominees so there can be a full slate by the deadline, which is the March Advisory meeting.
- A draft Ballot will be posted after the January meeting so that everyone can see it prior to the March meeting

Date and time of Registration Meetings will be posted ahead of time.

Possibly set up a google drive account for the Registration Committee for storage of document templates, accessible by all committee members.

Respectfully submitted: Elaine Hickey, Secretary

Rev: CAV