

TMMA Executive Committee Meeting
 Minutes for November 8, 2017
 Estabrook Room, Cary Memorial Building

<u>Attendees:</u>	<u>Precinct</u>	<u>Attendees:</u>	<u>Precinct</u>
Andy Friedlich	5	Norman Cohen	4
Ben Moroze	7 TMMA Vice-Chair	Taylor Singh	7
Joel Adler	1	Jeanne Canale	9 TMMA Chair
Scott Bokun	9 TMMA Clerk	Anoop Garg	4
Rita Pandey	5	Margaret Storch	3
Gang Chen	8 TMMA Treasurer	Jim Osten	8
Bob Avallone	8 TMMA Webmaster	Vicki Blier	9 TMMA List Moderator

The Chair called the meeting to order at 7:30 PM as the presence of the quorum was confirmed. Chairperson Canale welcomed everyone to the meeting.

I. General Information/Old Business

- A. New Clerkô It was moved, seconded, and voted unanimously that Scott Bokun would be the new TMMA Clerk.
- B. Citizenø Academyô Jeanne Canale was asked by Natalie Rice with the Citizenø Academy to represent the TMMA and talk about Town Meeting. Jeanne Canale went to the meeting and presented slides to about twenty-five people at the informational meeting. Basically, it was an info meeting on town meeting in general and it was ôquite nice.ö

II. Clerkø Report

Correction on last monthø minutes: the spelling of Jeanne Canaleø name was corrected. It was moved, seconded, and voted unanimously to accept the minutes with changes.

III. Treasurerø Reportô Gang Chen

Starting Balance on 9/7/17--\$1,569.52
 Wales Copy Debit-- \$370.00 on 10/13/17
 C&W Transportation for Bus Tour Debit --\$150.00 on 10/27/17
 Current Balance on 11/8/17--\$1,049.52

- A. Adequate Funds--There was concern about having adequate funds (approx. \$700 for info book printing and \$300 for bus tour). Dues bring in approximately \$2000 but we wonø have that in time. (No interest is gained on the account but there are no bank charges, either.) TMMA could be loaned money and the lender would be repaid, if this is an issue. A dues increase was discussed with the possibility of asking for \$2 extra for Mock Town Meeting. Another possibility would be to see if Wales (or another printer) could charge a lower price for the booklets.
- B. It was moved, seconded, and voted unanimously to accept the Treasurerø Report.

IV. Webmaster Reportô Bob Avallone

The precinct lists are in order (thanks to Joe Pato), but Bob needs another volunteer to keep the precinct list going since Elaine has left. It is ongoing since people change their address. Gang Chens aid he could help and so did Vicki Blier. Bob accepted Gangø offer.

V. Email List Moderatorø Reportô Vicki Blier

No items/issues to report.

VI. Other Board Reports/Items

A. STM Wrap-up

1. Andy Friedlich reported that the TMMA info book was well-received and thanked all volunteers for helping.
2. Handout Tablesô There were comments about keeping the info tables more organized and easier to collect documents. Ideas included having monitors at the tables, a table for old info and a table for new (with different color tablecloths), and recycling bins afterwards.
3. Three-hole punched paper for old notebooks were initially discussed yet eventually considered not really needed.
4. Slidesô The font size of the slides could be increased for better reading. Possibly an issue to raise with the Town Manager's staff.
5. To encourage use of electronic devices, Moderator could announce or have a slide that shows the links to the relevant warrant items each evening of TM (ôToday's Portalö).
6. Perhaps Yes and No mikes should not be separated because long lines may prevent one from getting in line to voice your opinion or prevent one from going against the grain when one sees who could oppose one's viewpoint. The counter argument presented was that a separate line would allow both sides to be heard.

B. ATM Discussion/pre-planning

Jeanne Canale put together a timeline of action items and is hoping to divvy up the work to make it more manageable. It was noted that we might be able to get to work on the info booklet earlier due to the December warrant deadlines. The timetable is included on the last page with updated info from the meeting.

VII. Paper Reduction

To reduce the amount of printed reports, electronic copies will be encouraged. Vicki and Andy will work together to get the word out to TM members. A poll will be conducted to see who prefers an electronic copy of the main reports, either through the Google group, Doodle Polls or Survey Monkey.

VIII. Meeting Adjournedô 8:52 PM

It was moved, seconded, and voted unanimously to adjourn the meeting.

IX. Next Meetingô December 13, 2017 at 7:30 PM in the Estabrook Room at Cary Memorial Building.

Respectfully submitted,

Scott Bokun
Precinct 9
TMMA Clerk

Annual Town Meeting 2018 Planning

ATM Action Item	Status	Due Date	Coordinator/Lead	Team Members
Information Session <i>*meeting w/Town Staff</i>			Jeanne Canale Jeanne Canale	Executive Committee Executive Committee Precinct
Information Session Table Monitors <i>*NEW/OLD Materials organization/table setup</i>			Taylor Singh Taylor Singh	Chairs/Designee Precinct Chairs/Designee Precinct
Information Book <i>*Edit Session</i> <i>* Information Book publishing: Hardcopy/Web</i>			Andy Friedlich Andy Friedlich Andy Friedlich	Chairs/Designee Precinct Chairs/Designee Precinct Chairs/Designee
Bus Tour			Ben Moroze	Executive Committee
Officer Election/Nominating Committee			Jeanne Canale	Executive Committee
30-year pinning ceremony			Rita Pandey	Robert Rotberg
Dues Collection			Gang Chen Vineeta Kumar/Rita	Precinct Clerks/Designee Precinct
Town Meeting Table Monitors <i>* NEW/OLD Materials organization/table setup</i> <i>* Precinct Chair #'s Re-order per Evening</i>			Pandey Vineeta Kumar/Rita Pandey Vineeta Kumar/Rita Pandey	Chairs/Designee Precinct Chairs/Designee Precinct Chairs/Designee
Town Meeting Sponsor/Presenters Guidelines for handout and presentation materials: <i>* all materials should be 3 hole punched</i> <i>* type face on projected images should be easily visible from the back of the room</i> <i>* all physical copies of materials provided for TM shall be readable with a type face no smaller than 12 point</i> <i>* each handout must be identified from whom it came (sponsor/presenter name/affiliation) and DATE!</i>			Margaret Storch Margaret Storch Margaret Storch Margaret Storch	Executive Committee Executive Committee Executive Committee Executive Committee