

HCAB

Meeting Minutes
April 12, 2012

Opening:

The regular meeting of the HCAB was called to order at 3:04p on 04/12/2012 in Town Office by Charlotte Mitchell.

Present: Charlotte Mitchell, Donna Seymour, Linda Gillies, Brenda Thomas, Alex Hodges, Myra Rolerson, Jan Harmen, George Evans, David Runnion-Bareford, Maura Michael

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

C. Open Issues

Discussion centered around Health Fair on 4/28/2012. Alex Hodges reported making final plans for fair; working on the floor plan and organizing picking up 16 of the 24 vendors scheduled. Linda, Donna, Brenda, and Myra volunteered for shuttle service if needed depending on if a van was available. Alex will be away until 4/24, then big signs will be posted, smaller signs distributed for posting around town, event will be well advertised. Alex has been checking in on incentives being offered, everything coming along. There will another meeting on 4/26 @ 3:30 in town office to firm up details. Mostly help with transportation, directing people and manning the gift table will be needed. We will need lunch for 21 and hopefully Sewing circle will be able to do this if not David will handle.

Discussion about how exhibitors distribute tickets and which system would work the best. All in agreement system in place was to continue. List of prizes was reviewed and all pleased and impressed. Any questions for Alex before our next meeting will go to hodges.ak@gmail.com.

A big "Thank You" to Alex for all her hard work!

Last bit of discussion was regarding set up and take down procedures, discussion will continue at the next meeting. In the meantime Charlotte will contact Alex about what the plan was for set up time, balloons, tables for eating and flowers.

D. New Business

No new business.

E. Agenda for Next Meeting

Next meeting will be on April 26, 2012, reminder to be sent out.

Adjournment:

Meeting was adjourned at 3:32p by Charlotte Mitchell. The next general meeting will be at 4/26/2012 on 3:30p in Town office.

Minutes submitted by:

Maura Michael