

**Communications & Outreach Committee Meeting [DRAFT]**

**Meeting Minutes - February 8, 2011**

1. Call to Order 7:05 PM.

**Present:** Luisa Nubaravacharyan  
Barbara Ferris  
Rosemary Demonte  
Tor Hymms

**Guests:** Ron, Jessica, John F. John

**2. Public Comments on Non-Agenda Items.**

None

**3. Appointment process: Format Outreach Document and Determine Budget Amount. Discussion and Action as Appropriate.**

Jessica: The LF Ledger quoted us \$1500 for a full page ad and the deadline to insert a post card is 3/15/2011. The Mailing House also provided us a quote of \$3200 for a 4x6 postcard or \$3700 for a folded 8x11. Copy cat is going to provide a quote soon.

Motion: Luisa motions to request all allocated funds plus the ability to request additional funds if needed. Tor seconds. Passed by consensus.

Committee will approve the format at the next Outreach Meeting as soon as we have the final prices for printing and distribution.

**4. Other Comments and Announcements.**

None

**5. Adjourn 7:25 pm**

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