

**Voter Information Committee
Minutes
Wednesday, September 19, 2018 – approved 10/17/18**

- I. **CALL TO ORDER:** The Chair, Chris Joyce, called the meeting to order at 5:02 p.m. In attendance were Pam Groswald, Peggy Rose and Emily Milan. There were no absences.
- II. **REORGANIZE:** Emily Milan made a motion to nominate Chris Joyce for another term as Chair. Pam Groswald seconded and the motion passed unanimously. Chris Joyce made a motion to nominate Emily Milan to be Clerk, the motion was seconded by Peggy Rose and passed unanimously.
- III. **OLD BUSINESS:**
 1. **Approve minutes:** Approval of the minutes of June 20, 2018 was postponed until the October meeting.
 2. **Possible Fall Programming update:** The committee reviewed potential programs for the Fall including a Town Meeting 101 program similar to the one produced by Cape Cod Media. Also discussed was a Running for Office program as has been presented by the committee in the past. As part of this discussion the committee reviewed two publications produced by other towns and/or groups. The first was a Town Meeting trifold distributed in Provincetown and the second was a publication by the League of Women Voters' entitled "Know Your Town". Both were found to be beneficial and could serve the voters of Harwich. However, the League publication was last produced and updated in the 1990s. Peg Rose will reach out to the League to see if there is a more recent publication or plans to update.
 3. **VIC Vacancy Recruiting:** There is currently one opening on the committee and interested parties are encouraged to apply.
- IV. **NEW BUSINESS**
 1. **Review Member terms:** As of the September meeting date, the committee webpage had been updated to reflect the current terms of committee members as follows: Chris Joyce, Chair (2019), Pamela Groswald, Member (2019), Emily Milan, Member (2021), and Margaret Rose, Clerk (2021). Ms. Joyce will contact the webmaster to notify them of the committee's recent reorganization.
 2. **2019 Election, Town Meeting Calendar:** The committee reviewed a calendar of critical dates regarding the election cycle and identified potential dates for annual programs. Ms. Joyce will begin working with the Town Administrator's office to schedule meeting rooms for programs as soon as the 2019 calendar is opened for booking.
 3. **Summer queries:** Ms. Joyce noted that she received one formal inquiry via the Voter Information email account this summer. The inquiry was regarding transportation to the polls and accessibility options. Ms. Joyce was able to provide the needed information and contacts to assist the voter.

- V. **OTHER:** Ms. Milan announced that Brooks Free Library is hosting a voter registration drive on Wednesday, October 10th from 10 am - 7 pm. The Chair distributed a draft of annual report and asked committee members to provide feedback and comments by October 3rd. The next meeting is scheduled for October 24th at 5 pm.
- VI. **ADJOURN:** There being no further business, the Chair adjourned the meeting at 6:02 pm.

Respectfully submitted,

Emily Milan
Clerk