

**VOTER INFORMATION COMMITTEE MEETING  
MINUTES**

Harwich Community Center, 100 Oak Street- Play Room

Wednesday, January 16, 2019

5:00 pm

Minutes Approved: June 12, 2019

- I. **Call to order:** The Chair called the meeting to order at 5:02 p.m. Chair Joyce, Ms. Groswald and Ms. Milan were present. Ms. Rose was absent.
- II. **Public Comment:** none
- III. **Old business:**
  - A. Approve minutes: Ms. Groswald made a motion to approve the minutes of December 19, 2018. Ms. Milan seconded and the motion passed unanimously.
  - B. Programming- updates:
    - 1. Recruiting Town Committee applicants - Ms. Groswald provided the committee with an update on her efforts to recruit speakers for her upcoming program.
    - 2. Town meeting 101- No update at this time.
    - 3. Draft Town Meeting Brochure- The Chair provided an updated draft of the brochure and asked members to provide suggestions and feedback.
    - 4. Possible online posting of Frequently Asked Questions- Ms. Milan will undertake creation of a list of FAQs that might be included on the VIC webpage of the Town website. The list will be based on the "Know Your Town" booklet developed by the League of Women Voters and a draft will be submitted at a future meeting.
    - 5. Pre-town meeting, Candidates forum & Financial State-Programs are booked and the locations have been secured. Ms. Milan will begin working on flyers and PR for the web page.
- IV. **New Business:**
  - A. Conflict of Interest: Ms. Joyce provided committee members with the Summary of the Conflict of Interest and reminded committee members that they need to complete the online training and submit their certificates.
- V. **Other:** none
- VI. **Adjourn:** There being no further business, Ms. Groswald made a motion to adjourn, seconded by Ms. Milan and the Chair adjourned the meeting at 5:48 pm.

Respectfully Submitted,

Emily Milan

Clerk