

**Harwich Community Center, 100 Oak Street – Play Room**  
**Minutes - Wednesday, December 19, 2018 5:00 pm**  
Approved January 16, 2019

- I. **CALL TO ORDER:** The Chair called the meeting to order at 5:10 p.m. All members were in attendance.
- II. **PUBLIC COMMENT:** none.
- III. **OLD BUSINESS**
  1. **Approve minutes:** *October 17, 2018 and November 14, 2018:* Ms. Groswald made a motion to approve the minutes. The motion was seconded by Ms. Rose and passed unanimously.
  2. **Programming - updates:**
    - a. Recruiting Town Committee applicants - The Chair reviewed her progress curating a list of committee contacts.
    - b. Town Meeting 101- The committee discussed the possibility of filming an informational segment on Town Meeting for Channel 18.
    - c. Running For Office – It was decided to indefinitely postpone the program related to running for office.
    - d. Draft Town Meeting Brochure- The Chair shared a draft and asked for feedback from committee members.
    - e. Possible online posting of Frequently Asked Questions developed from LWV “Know Your Town” –The committee discussed the possibility of including a FAQ on the committee webpage. It was decided that Ms. Milan would work on a draft to be shared at the next meeting.
  3. **VIC Vacancy Recruiting – Update-** There was nothing to report at this time.
  4. **Civic Engagement partnering with Brooks Free Library – on hold until 2019-** The committee discussed the possibility of joint programming with the Brooks Free Library covering topics related to Civic Engagement.
- IV. **NEW BUSINESS**
  1. **2019 Program meeting dates - confirmations & communication:**

The committee reviewed upcoming programming dates noting that the griffin Room has been reserved for the Financial State of Harwich Monday, April 8 at 9:00 am and also for the Pre-Town

VOTER INFORMATION COMMITTEE MEETING DRAFT MINUTES

Meeting Warrant review on Monday April 22 at 9:00 am. These events are in addition to the Candidates Forum which was previously scheduled.

2. **VIC submission to Town of Harwich Annual Report:** The Chair shared a draft of the report which is due January 25th and requested feedback by January 10th.
  3. **VIC web page:** The committee discussed updates needed on the committee webpage. Ms. Milan will add critical dates and information related to upcoming programs.
- V. **OTHER:** Ms. Milan will set up a calendar reminder in the VIC email to notify the Chair to forward committee vacancies to Channel 18 each month.
- VI. **ADJOURN:** There being no further business Ms. Groswald made a motion to adjourn which was seconded by Ms. Milan. The Chair adjourned the meeting at 5:48 p.m.

Respectfully Submitted,

Emily Milan  
Clerk