

From: Claudia King <cking@falmouthme.org>

To: Molly MacAuslan <vhintl@aol.com>

Subject: FW: minutes

Date: Thu, Jan 8, 2015 10:30 pm

This is the second email which covers the creation of an annual plan and posting agendas and minutes.

Hope these are helpful and haven't arrived too late!

Regards,
Claudia King
Falmouth Town Council

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From: Ellen Planer
Sent: Thursday, January 08, 2015 6:06 PM
To: Claudia King; Melissa Tryon
Subject: minutes

Forgot this one from Council Rules!

The volunteer boards or committees of the Town should prepare an annual work plan, and present that plan to the Town Council for approval. Any budget requests should be included in this work plan. Volunteer board or committees should also prepare an annual report on their work during the prior year. Meeting agendas should be posted to the Town web site in a timely manner prior to a proposed meeting. Meeting minutes are encouraged to be taken and posted to the Town website.

Kind Regards,
Ellen Planer, Town Clerk
Town of Falmouth
271 Falmouth Road
Falmouth Maine 04105

Telephone: 207-781-5253 ext 5305
Email: epaner@falmouthme.org<<mailto:epaner@falmouthme.org>>

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