

Jamaica Listers Organizational Meeting

Friday, March 31, 2017 9:00am at the Jamaica Listers' Office

Minutes

In attendance: Barbara Ferguson

Lou Brusio

Micah Eberhardt

9:00 Due to current work in process with a resident, Barb Ferguson moved that the meeting be delayed by 30 minutes.

Seconded by Micah Eberhardt

9:30 Lou Brusio led the meeting by moving that the meeting begin. Barb Ferguson seconded

Per agenda

1) ADDITIONS OR CHANGES TO THE AGENDA

None moved.

2) Elect a Chair, Vice Chair and Secretary

Barb moved that research be done as to the legality of 3 co-chairs as opposed to 3 separate designations. Micah seconded. Motion carried.

3) SET HOURS

Micah Eberhardt moved that the hours previously set as Thursday 8am to 3pm, and Friday by appointment, with the understanding that if needed, appointments can be set at other times.

4) SET NEWSPAPER OF RECORD

Barbara Ferguson moved that the Brattleboro Reformer be listed as the Newspaper of Record. Micah Eberhardt seconded.

5) MAPPING

Discussion was had regarding mapping firms, federally funded programs for mapping, and digitized mylars. Lou demonstrated current mapping abilities.

6) DUTIES

Barbara Ferguson moved that a Policy/Procedure manual be drafted. The purpose of outlining all procedures, policies and dates that tasks

need to be completed is to promote continuity. This manual would be updated and amended as needed.

7) ADJOURN

Lou Brusio moved that the meeting be adjourned. Barbara Ferguson seconded. Motion carried.