

Elderly and Disabled Tax Aid Committee
Minutes meeting December 12, 2013
Town Hall meeting room

Meeting called to order: 10:08am

Present: Laura Andrews, Tammy Collier, Ann Taylor, Debbie Thompson

Motion to approve minutes from November 7, 2013 – Approved

Discuss addition of possible new member - Dale Welch joining the committee.

Motion to recommend Dale Welch to the EDTA Committee - Approved

Discussion of the requisite forms for tax assistance:

Guidelines – use present figures for 2014 on the form to be updated: Approved

Application – update with changes for this year: Approved

Calendar – make application available in March with applications due by May 15th. Approved

Excise tax bill stuffer – still being reviewed. Agree with it as written, need to review the size, color, etc.

Update donation letter to Friends of HCOA – Changes to be made and approved by committee.

Committee discussed: name of the committee to be called “Elderly and Disabled Tax Aid Committee”

Finalize online donation screen – changes made and approved

Treasurer report balance in EDTA at this date to be \$326 - this is enough to cover fee for sending out the excise tax bill stuffer. Use of these funds to pay for stuffer – Approved

Action items:

Ann – Continue to send out Thank You letters to donors.

Debbie – Work with Julie to make changes as discussed to EDTA & COA website and check the Tax Aid link.

Update Friends letter with changes as discussed to be sent out in January.

Tammy – Work with Julie to make changes to Treasurer website, send letter to recipients about application and deadlines as discussed. Update online donation screen as discussed and advise on design and color.

Next meeting TBA

Meeting adjourn: 11:17am

Respectfully submitted, Deborah Thompson