

Sandown Senior Affairs Transportation Program

Meeting Minutes

Meeting Date: 3/04/2014

Meeting time: 6:30 pm

Meeting location: Sandown Town Hall

Meeting called by: Nelson Rheaume

Chair-person: Nelson Rheaume, Director of Senior Affairs

Secretary of minutes: Kathleen Richardson

Attendees: Nelson Rheaume, Joan Park, Kathleen Richardson, Lorraine Sieckarski, Jeanne Tobin, Donna Proctor, Bill Davis

Absent: Chief Joe Gordon, Jim Devine

Review of previous minutes: Minutes reviewed-motion to accept by Kathleen, motion second by Joan, all unanomously in favor to accept-minutes accepted.

Agenda Topic: Drivers Log

Change form to add space for drivers name. Kathleen will ammend change and bring for review.

Agenda Topics: I.D. Expirations

The I.D. for all SSATP members and drivers was noted that there is an expiration date for 2014. Nelson will contact Lynn Blaisde II to inquire on whether new badges are required.

Agenda Topics: Form A revision

Revision of Form A reviewed by committee members-motion to accept by Kathleen, second by Donna, all unanimously accept motion.

Agenda Topics: Invoice for Tri Towne Article

Kathleen spoke with Tri Towne News regarding flyers to be placed in newspaper for publicity. Nelson requests that an invoice is needed from Tri Towne News with all costs. Kathleen will contact paper to have invoice sent.

Nelson motions to table further discussion of flyer until the Bean Supper fund raiser is completed, second by Kathleen, all unanimously accept motion.

Agenda Topics: New Flyer Prototype

Donna has forwarded to committee a new flyer for advertisement. All interested in this new design. Kathleen will revise to have SSATP logo and submit next meeting.

Agenda Topics: Bean Supper

Menu discussed with board, minimal changes noted. Letters were distributed to area merchants for donations and follow up is necessary to confirm the donations are available.

Donna brought an advertisement in the Carrage Town News "Food and Fun" section. Discussion on whether to utilize this section for the bean supper is on-going.

Nelson and Kathleen spoke with Matt Rittenhouse from Tri Towne News and he is assisting to publish a news article on SSATP which will include info on the Bean supper.

William has offered to compose the letter and will bring to next meeting for approval.

Issue with finding butter in individual packs. Donna and Nelson will attempt to contact some vendors for donations.

Further discussion in next meeting.

Agenda Topics: Action Items

1. Nelson will contact Lynn Blaisdell re: I.D. expiration.
2. Kathleen will contact Tri Town News for invoice for flyers. Also she will amend Driver log and revise the new flyer to have SSATP logo and submit next meeting and bring for review.
3. Lorraine will work with Joan to start interviews of the new passengers.

Next Meeting Date: 03/18/14 at Town Hall, 6:30 for driver and committee update.

Meeting Adjourned at: 8:40pm

Respectively Submitted,

Kathleen Richardson, Secretary