

Coordinating Committee Meeting, Nov. 12, 2008

All CC members present

Facilitator: Mary; Minutes: Madge

1. Office move: This was a major discussion of logistics, details, who will pack, move, what gets stored or sold, etc.
2. Review of WELL current funds. Freddie will help cut accounting budget.
3. Plan for staff transition/office presence: As of Dec. 1, there will be no more employees, with very limited hours for contractors – Liam for newsletter and Monique for member updates, bills, etc. Eventually may want volunteer office hours, but not necessary if we handle phones & emails, serve as info hub. We need a system for handling calls, with info on answering machine message.
4. Subcommittee responsibilities: CC members volunteered for some tasks, but not all issues are covered. Further discussion was deferred.
5. Spring's letter: Mary will send a response.
6. Discussion of Annie's proposal.
7. Newsletter issues: We decide to skip a December edition. Going to bi-monthly would save money, but most CC prefer monthly. We need to solicit ads, say \$15 per business card size for 1-time, less for ongoing monthly ads. Related ideas: coupons; website ads; more presence at Farmers Markets. Jane, RJ, Annie, Liam, Michael Stewart to work on ad promo.
Jason willing to help direct the newsletter.
8. Next meeting will include election of officers. Roger volunteers to serve only a 6-month term.