

Information Center Committee
April 21, 2004 at MCC

Persons Attending: Robin Anctil, Anne Paullus, Lesley Smid, Monica Schneider and Bob Moore.

Start Time: 4:15 p.m.

<u>Topic Responsible</u>	<u>Discussion</u>	<u>Action/Person</u>
Official Info. Center Sites	Franklin Elementary and Riverview Park are the official Information Center sites. At Franklin we will use the track/field area. Need traffic control. Will enter on 14 th St. and exit via the gate at 13 th and Main.	Anne will check on the availability of a tent. Robin will cover traffic control & flow with Lon.
Signage	Options via the signage committee are too small, so we'll do our own.	Follow-up required.
Volunteers	Anne has eight more names. Need people to set up and tear down, too.	Robin will send a revised volunteer request form to Volunteer Committee.
Communications	Need four radios, two at each site.	Robin will request.
Info. Center handbook	People are still working on assignments.	In progress.
Port-a-pots Comm.	Will need several port-a-pots at Franklin; will use what's available at Riverview.	Robin will request port-a-pots from Sanitation
April 27 committee chair meeting	Robin cannot attend. Lesley volunteered to attend for our committee.	
Next Info. Center Committee meeting	Wednesday, May 5, at Franklin Elementary. Meet at Anne's office at 4:15 p.m.	Robin will copy minutes to committee members and post

End Time: 5 p.m.
Recorded by: Robin Anctil