

Information Center Committee Minutes from May 5, 2004

Persons Attending: Robin Anctil, Monica Schneider, Kathy Deibert, Anne Paullus, Lesley Smid, Bianca Greazel, Bob Moore, and Gary Fulton.

Start Time: 4:15 p.m.

<u>Topic Responsible</u>	<u>Discussion</u>	<u>Action/Person</u>
Finalize "To Do List" and timelines	Robin drafted assignments and timelines, which have been accepted and approved. Thanks to all subcommittee chair volunteers!	Robin Anctil
Info. Center Handbook	Monica will compile the handbook. Committees have been notified that content is due by June 1. Will be finalized by June 17 and printed by June 28.	Monica Schneider
Signage & Message Boards	Lesley and Bob will handle these tasks. Jim Anctil & Dave Smid have agreed to build the message boards. Photos have been solicited from the 2003 RAGBRAI Info. Center chairs.	Lesley Smid & Bob
Volunteer Recruitment & Training	Bianca will work with several others to make sure we have the right people in the right place at the right time. She'll work with Volunteer & Hospitality Committees on volunteer training.	Bianca Greazel
Site Supervisors		
• Franklin Field	Anne will coordinate Franklin Field site preparation and supplies.	Anne Paullus
• Riverview Park	Kathy and Barbara will coordinate Riverview Park site preparation and supplies.	Kathy Deibert & Barbara Burrows
Miscellaneous	Robin will handle all other needs, requests and communications necessary.	Robin Anctil
Review Franklin field Info. Center site	Team reviewed the site.	None
Next meeting	Next meeting is May 11 at 4:15 p.m. at Fisher Community Center with Jim Greene.	

End Time: 5:05 p.m.

Recorded by: Robin Anctil

