



**Information Center Committee
March 24, 2004 at MCC**

Persons Attending: Robin Anctil, Kathy Deibert, Anne Paullus & Lesley Smid. Monica Schneider was unable to attend.

Start Time: 3 p.m.

<u>Topic Responsible</u>	<u>Discussion</u>	<u>Action/Person</u>
Info. Center sample handbook review	Reviewed sample from Glenwood and agreed to “divide and conquer” the contents	Robin will send content assignments via e-mail
Tear-off maps	Maps will be provided to Information Centers for distribution by the Publicity Committee	No action taken
Satellite Info. Centers from	Our main Info. Center will be at Franklin Elementary, with satellite centers at Little League Complex, St. Henry/Lenihan and downtown Main Street. We need to get facility use agreements in writing.	Robin will ask for sample facility use agreement RAGBRAI. Anne will pursue Lenihan, Lesley Main St. and Robin Little League.
Next Info. Center to Committee meeting post	Future meetings will be held on Wednesdays at 4:15 p.m.; no next meeting date set until Facilities have been investigated.	Robin will copy minutes committee members and on website

End Time: 3:35 p.m.

Recorded by: Robin Anctil