

2023 ISLAND DIRECTORY MEETING MINUTES

Date, Time: Monday, June 27th, 4:00pm

Attendees: Anne Coughlin (lead), Karin Elofson (Scribe), Tookie Harris, Rev Will, Barring Coughlin, Brian Philips-McEnany, Sue Seraichick, Caron Chess, Jeannie Ashmore, Stephanie Eliot

1) Call to Order – Anne

2) Approval of previous minutes – no feedback

3) Volunteers

- a) All other Islands good to go. Great Diamond lead changed to head of their neighborhood association.
- b) Barring to continue data entry into Directory database.
- c) Brian and Geoff have graciously offered to lead the advertising team – **Thank you!!**
 - i) Anne to send Brian what she has from last year – ad layout information, final lists of advertisers, etc.; team to be created.
 - ii) Karin reminded all that everyone involved in advertising needs to sit around a table and walk through the process before any advertisers are contacted.
- d) Bill Oliver to lead Peaks residents' data; needs to build a team.
- e) Karin volunteered to work with Faith to ensure the non-profits' Green Pages are up to date.
- f) Tookie, Missy and Mavourneen to work on the Yellow Pages.
- g) Stephanie Eliot to work 'General Emergency and Handy Numbers' pages.
- h) The Artists and Musicians (Blue Pages) still need leader(s) – suggestions, Marry Labbe and Sarah Cuetara.
 - i) This weekend is the art walk; can get some names from there.
 - i) Other names mentioned at 6/13 meeting – [do we know if they are interested/not interested?](#)*
 - i) Cindy and David Hopkins – Will to ask where they might be interested.
 - ii) Nelson – Anne to ask
 - iii) Barbara Carter and Robin Clark – Anne to ask

4) Data Gathering

- a) A team will gather on Thursday to review what data we want in the Directory (ex: maybe add a letter to distinguish between landlines, cell phones and work phones).
- b) We will review the online data gathering form that Tyler prepared and ensure that the excel file generated in Google Sheets is compatible with Barring's existing file (easy copy and paste!).
- c) The intention is to make minimal changes – keep the process simple!

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- d) How will we contact residents to ask for updates or new entries? This will be discussed on Thursday.

5) Schedule

- a) Intent to be ready for distribution by May 1, 2023
- b) Intent to get all materials into printer by Mar 1, 2023
- c) Fall Activities – important to get to businesses by end 2022 so that plan/cost of advertising is in their 2023 budget.
 - i) Reach out to previous advertisers and ask if they will to place the same or different ad.
 - ii) Reach out to new advertisers, especially in the Old Port.
 - iii) Artwork – place announcement on Peaks and other islands asking artists for black and white cover art submissions. Those not chosen may be included as inside filler.

6) Adjournment – 5:15pm.

- 7) **Next Meeting** – Next meeting to be scheduled after Anne and Barring return from Norway!