

Attendance Roster

Sub-Committee Members	
Gil Rodgers	Randal Karg
Brandie Erb	Lucille Fisher

Others

Agenda

17:00 pm - Open Meeting

- Approve Draft Minutes for 05 Feb 18
- Finalize communication campaign for Approved Master Plan
- Prepare for Medfield Day Booth

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

No new agreements were achieved.

New Action Items

Follow up responsibilities are listed in text.

Summary Notes

Meeting began: 17:07

Meeting end: 18:00

Meeting minutes for 05 Feb 18 unanimously approved

Motion: B. Erb Second: R. Karg

Approved Master Plan Communications Campaign –

Weekly newsblast mailing schedule and topics:

- August 29 – Promote hospital grounds driving tour video
- September 5 – Walking Tour story authored by B. Erb
- September 12 – Medfield Day promotion and farewell announcement for Master Planning Committee/hand off to successor Development Committee

Press Release outlet coverage/responsible member:

- Medfield Patch / B. Erb
- Medfield Press / G. Rodgers
- Hometown Weekly / G. Rodgers
- Medfield Cultural Alliance / G. Rodgers

Medfield Day Preparations/responsible member -

Physical materials / B. Erb & S. Raposa

- Reference copy of Master Plan
- Display posters
 - Master Plan rendering, Figure VIII-1
 - Culture Center rendering (from J. Mineo)
 - Master Plan 'Uses' plan view, Figure VIII-2
- Notebook to collect feedback to Selectmen
- Tent
- Easels
- Tables and chairs
- Banner and decorations for tent
- Candy
- Name tags
- Miscellaneous supply kit (pencils, markers, etc)

Staffing schedule / G. Rodgers