

**Attendance Roster**

<b>Sub-Committee Members</b>	
Gil Rodgers	Randal Karg
Brandie Erb	Lucille Fisher

  

<b>Others</b>

**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