

**Eureka Township Envisioning Committee
Minutes from October 17, 2002**

Present: Ray, Amy, Jerry, Mike, and Matt

Not present: Bev, Jody, Pat, Randy, Bob, and Gina

1. Minutes from 10-10-02 were not approved, there being no quorum.
2. The group finalized the list of handouts for the rehearsal and open house. Those present agreed to the following:
 - a. To avoid saddling one or two people with all the work, everyone should take responsibility for creating a few handouts in time for our dress rehearsal on Oct. 29. Those at the meeting volunteered for some handouts, and other handouts have been assigned to those who were not present where this seemed appropriate.
 - b. As handouts are completed, a draft should be circulated to other members of the task force via e-mail for review and comment.
 - c. Matt will handle most of the graphics (maps, drawings, etc.) for the handouts, and Mike will take responsibility for final formatting of handouts so they have a consistent look. This means Mike will eventually need electronic files from everyone once handouts have been reviewed and are finalized, so be sure to save your files until then.
3. Homework assignments:
 - a. Sign up for handouts. Mike will send a list via e-mail with handouts people have already volunteered or been assigned to. Please sign up for any additional handouts that interest you by e-mailing Mike. If more than one person asks for the same handout, they will work in teams.
 - b. Complete a first draft of your handout no later than Wednesday, October 23 and e-mail a copy as an attachment to everyone in the group asking for feedback. This is necessary to allow people time to revise handouts for the dress rehearsal on October 29.
 - c. Create a revised draft for the dress rehearsal. Be sure to bring 20 copies of the handout so there is enough for everyone.
 - d. In lieu of more meetings, please check your e-mail daily so you can help others with their assignments and provide the feedback they request in the timeframe they specify.

4. Future meetings:

Tuesday, October 29 from 6:30-9:30pm. Dress rehearsal for the open house. Please invite spouses to attend as a test audience.

Thursday, November 14 from 7:00-9:30 pm. Public Open House, Dakota County Extension Office, Farmington.

Respectfully submitted,

Mike Greco
Temporary recorder