

## **BROOKLINE MEETINGHOUSE COMMITTEE**

### MINUTES OF WORK SESSIONS TO PREPARE FUND-RAISING MAILING

Date & Time: Mon. Nov. 18, 2019, 6:00 PM - 9:00 PM, Brookline Town Office  
Mon. Nov. 25, 2019, 6:00 PM - 7:15 PM, Brookline Town Office

BMC Members present: Lee Anne Parker, Dan Towler, Stan Noga, Jr., Dot Maggio -- both sessions; Sara Wiswall (Nov. 18 only)

Others present: David Jones, Brookline Select Board (both sessions)

Final wording, design, and layout of tri-fold brochure was agreed upon.

David provided invaluable assistance with brochure layout and also created remit form.

Select Board had expressed support for the brochure project, including approving costs of printing, mailing, etc.

Upon consideration of various estimates, BMC decided Lotus Graphics in Brattleboro offered the best prices on envelopes and on printing & folding of the brochure. Vote was taken to go with Lotus estimate -- LAP motion, DM second, all voted in favor.

LAP purchased 500 #10 envelopes for the mailing and 500 #9 remit envelopes, along with 340 first-class stamps.

Costs: Lotus Graphics: \$243.

Postage: \$187.

BMC received permission to use (and was grateful for the use of) the copier at the Town Clerk's office to reproduce remit forms, print our return address on the #10 envelopes, and print remit address on the #9 envelopes. Sara had printed out approx. 325 mailing labels for all Brookline tax-payers.

At the 1st work session, BMC members printed addresses on envelopes, attached mailing labels and stamps to #10 envelopes, and enclosed remit forms and #9 return envelopes in all.

Brochure was printed and folded at Lotus the week of Nov. 18-22. LAP picked up when done. At 2nd work session, completed brochures were stuffed into all the addressed #10 envelopes, and envelopes were sealed and sorted for mailing.

LAP will deliver to the Post Office Friday, Nov. 29.

We have 175 of the 500 brochures left for local distribution.

BMC discussed ordering more of the Neila Fisher note cards for the holidays, hoping to put some out at local businesses along with other MH merchandise. LAP moved to have 200 more cards printed at Minuteman Press at a cost of \$80. DM second, all were in favor.

WORK SESSION MINUTES, Continued

Motion was made by LAP to change the date of our next regular meeting from Dec. 5 to Dec. 12. DM second, all were in favor.

Respectfully submitted,  
Daniel Towler