

Town of Hebron
Hebron Volunteer Coordinating Committee
Town Hall
9:30 AM, Wednesday, Dec. 3, 2008

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HEBRON TOWN CLERK

Meeting Notes

Those Present: Margery Clark, Marguerite Hayber (Recorder), Deborah Sapia-Carlin

1. **Review of previous Meeting Notes:** The meeting notes for 11/5 were reviewed and accepted as read.
2. **Identify a Recorder.** Marguerite Hayber was identified as today's recorder.
3. **Review of Organizational Plan:** We identified the Volunteer Guidelines as the next section to be reviewed and completed. Marguerite Hayber has collected similar guidelines from other towns, as well as, the Town Employee Handbook. She will draft guidelines and provide them to the Committee. The Department Guidelines will be done next.
4. **Town Department Requisitions:**
 - a. No requisitions were received since the last meeting from any town departments.
 - b. **Liaison Report:** No updates at this time.
 - c. **Letter to Department Heads:** Marge Clark presented a draft letter to department heads to remind them of our purpose and accomplishments this year. It was approved and will be forwarded to Jared Clark for approval.
5. **Volunteer Assignment Sheet and Talent Bank Application:**
 - a. A discussion took place about changes to be made to update the Talent Bank Application. These changes will be discussed with Donna Smith.
 - b. Letter of Thank You to Volunteers this year: A letter has been drafted to be sent to each volunteer for 2007-08. When this letter is approved by Jared Clark it will be sent out with a feed back form to help us identify the program's strengths and weaknesses.
 - c. A Follow-up Form will be developed to send with the above letter.
6. **Other:**
 - a. **Publicity and Outreach through Community Organizations:** Marge Clark has drafted a letter to be sent to community organizations. This was accepted and it will be submitted to Jared Clark for approval.

The meeting adjourned at 11:15AM

The next regularly scheduled meeting is Wednesday, January 7, 2008.

Respectively submitted,

Marguerite Hayber, Recorder