

Checklist: Committee Logistics

- √ Find a date
 - Using email is ideal for this and other logistical tasks.
 - If possible, establish a “set” meeting time (e.g. Mondays at 10:00 a.m.).
- √ Reserve a room
 - At the Ray School, contact Della Domingue (ddomingue@rayschool.org or 643-6655). Both the library and the little conference room off the office are nice. It’s particularly good to have meetings at the Ray School if either teachers or parents are to attend.
 - At the SAU, contact Ellen Scully or other front desk staff (643-6050). There is a small conference room there that is often available (8-9 people max). If Wayne is attending the meeting, he may offer his office.
- √ Post the meeting
 - By NH law, all meetings must be posted at least 24 hours in advance, excluding Sundays and holidays. Three or four days is better, and a week is great. Email the name of your committee, the date, time and location of the meeting to Mary Davis (Mary.Davis@sau70.org).
- √ Keep minutes of the meeting
 - By NH law, minutes must be kept. Minimally they should include the time and date of the meeting, who was in attendance, a brief description of the topic discussed and a record of any decisions that were made.
 - Minutes are to be available to the public no later than five business days after the meeting, even if the committee has not approved them. Send draft minutes to Mary Davis (Mary.Davis@sau70.org).
- √ Keep people in the loop
 - Please cc: ex-officio members (and anyone else who requests it) on emails even if you do not expect them to attend the meeting.

N.B. All provisions of the NH Right to Know law apply to all boards, committees, sub-committees, subordinate bodies, advisory bodies, etc.

*Prepared by Kari Asmus
April 1, 2008*