



CAAO RESEARCH /HISTORIAN COMMITTEE

March 20, 2008

MINUTES OF THE MARCH MEETING

Charles Agli opened the meeting at 9:15 a.m. at the Old Saybrook Town Hall. Present: Charles Agli, Francis Callahan, Edward Dowling, Walter Kent, Peter Marsele, Paul Slattery and Al Standish.

Charlie opened the meeting by notifying the committee that he and Paul attended the CAAO Executive Board meeting at which time CAAO approved \$4,000 towards the completion of the committee's first publication. CAAO did ask if we would contact the County Representatives and ask for donations toward the publication. So far five counties have contributed \$950.

Charlie talked to Adkins Printing Company about a printing schedule for a June 1st deadline. Adkins would need delivery of a completed book by May 1st. Adkins also stated that they would need the cover a couple of weeks earlier. When the cover is delivered, sample pages of the publication will be submitted with photos to see how they come out. It was voted that a "GBC" binding will be the binding for our first publication. The committee will also ask Adkins if they could assist with having a few copies printed with hard bindings.

One of the recent pages added to the first publication will be the listing of the assessors who were the first who had to pass a written exam for their CCMA designation in December 1974.

Next order of business was a review of what permission forms had not been signed. The only permission form not signed was Joseph Kane's. Charlie was expecting that Joe would send it soon.

The committee voted to print 600 copies of the first publication. It will be distributed to all CAAO members, copies for the Dodd Center at UConn, copies for IAAO and extra copies for non-members who would like to purchase them. There are about 490 CAAO members listed in the membership directory.

The last part of the meeting was a review of the following:

- Summary of permission forms
- Review of the Personal Interviews listed in the Table of Contents, and which ones had to be completed
- Pictures reviewed as to where they will fit into the publication
- Review of articles for the publication and their sequence order

The last order of business was to set a date at which each member of the Research and Historian Committee would be handed a completed publication for proof reading. It was suggested that the proof reading will be divided into various sections so no one committee member would have to read the entire book. A date of April 3rd, 11:00 a.m., at the Old Lyme Town Hall was established.

Meeting was adjourned at 11:00 a.m.

The Committee gathered at the Old Lyme Town Hall on April 3, 2008. Draft copies of the book were given to each committee member. Portions of the book were assigned to each member for proof-reading during the next two weeks. The Committee reviewed some photos for the publication. Next regular committee meeting set for April 17, 2008 at the Old Saybrook Town Hall.

MEETING NOTICE

Next Meeting of the Research and Historian Committee will be

Thursday, April 17, 2008 at 9:15 a.m.

At the Old Saybrook Town Hall

Agenda for the April 17, 2008 meeting

Welcome and call to order

Minutes of the March 20, 2008 meeting – review and comment

Reports:

- Research/Historian Committee Publication – continued discussion**
 - Status of final review by interviewees**
 - Results of proof-reading**
 - Review of photographs for book**
 - Status with Adkins**
- Procedural Manual update**
- Next meeting date**