

Woodstock Poet Laureate Committee Minutes

April 10, 2024

4:15

May Memorial Library

1. **Call to Order:** Holly Dearborn called meeting to order at 4:20 pm
 - a. Members Present: Holly Dearborn, Joan Polulech, G. Leslie Sweetnam, Marie Chamberlin
 - b. Members Absent: Jessy White

2. **Approve Minutes from Meeting on March 5, 2024**
 - a. A **Motion** was made by Joan Polulech to approve and adopt the minutes from the the meeting held on March 5, 2024. ***Seconded** by Holly Dearborn. No discussion. ***Motion passed** with one member (G. Leslie Sweetnam) abstaining.

3. **Old Business:**
 - a. Update on Process
 - i. Budget: The selectman's office could absorb the cost of any necessary advertising for this year. In the future, we could submit a budget request.
 - ii. Email address: Holly set up a gmail account that can be posted on our page on the town website for communication and submission of applications. (towpoetlaureate@gmail.com)
 - iii. Committee Mailbox: The committee now has a mail slot at the town hall.
 - iv. Submission of Minutes/Agendas: Agendas must be submitted at least 24 hours prior to the next meeting. Minutes must be submitted within a week of the meeting.
 - v. FOIA/Executive Session: This committee can not hold an executive session because the Poet Laureate position is not an executive level position. Applicants and any members of the public can be present for meetings (including the interviews).
 - vi. Applications Received: Currently the two applicants are Karen Warinsky and Robert Cording.

4. **New Business:**
 - a. Timeline: The committee plans to meet again in May to finalize the application. Following that meeting, the application will be posted on the Poet Laureate page on the town website. The position will be advertised and applications will be due approximately one month later.

- b. **Set Meeting Dates:** The committee plans to meet in May, possibly on May 8 or May 14. Holly will speak with Jessy to determine her availability. At that meeting, the committee will set future meeting dates.
- c. **Create Application:** The committee reviewed a number of sample applications from other towns and discussed the components that will be included in the Woodstock Poet Laureate application. Marie will create/format a draft application from the discussion and email it to committee members.

5. **Other:** No other topics to discuss

6. **Citizen Comments:** No citizen comments

7. **Adjournment**

- a. ***Motion** made by Joan to adjourn. ***Seconded** by Leslie. ***The motion passed unanimously.** Meeting adjourned at 5:17 pm.