

## **Meeting Minutes**

**Thursday, November 29<sup>th</sup>**

**Meeting Starts: 7:10 p**

**Attendees:** Lotte Diomede, Peter Sargent, Dina Johnson, Stephen Parker

**Not in Attendance:** Anna Wood, Peter Shaer (medical issues)

**Guests:** Renee Bordner, Barbie Hsu, Annie Hsu,

### **Approve Minutes**

Motion to approve minutes from the September 27<sup>th</sup>, 2012 meeting

- Lotte motioned to approve.
- Peter seconds.
- Minutes approved.

### **Introductions:**

Lotte, Renee, Steve, Dina and Peter offered their backgrounds to Annie.

### **Membership:**

Motion to vote in potential members Renee and Barbie.

Renee was voted in unanimously. Barbie requested to wait until she can read all the open meeting laws.

### **Old Business:**

#### **Restaurant Project:**

- Reviwed draft of letters and discussed timing of followup – it was agreed to change from 10 days to 2 weeks (more appropriate). Also, it was suggested to change “we are completing” to “we are creating”.....
- Discussed lighting/noise criteria. Agreed this was too subjective and difficult to measure, so will not be included.
- Expanded “Food Allergy Friendly” heading to incude “Knowledge of All Ingredients” and “Food Allergy Accommodations”.
- Agreed to add heading for “Private Room” (need better name for this).
- It was agreed that sign language available heading would not be included.
- Discussed advantages of picture menus at all restaurants.
- Discussed table heights and food cutting issues.
- Lotte to finalize timeline - March to rollout
- Budget- Lotte talked to Sudbury foundation – tri-fold .519/copy .04\$ bw
- Lotte to call Maryanne Bilodeau regarding invite to meeting
- Discussed where to place guide - K of C, temples, churches, Park & Rec website, town website, Sudbury Patch, other websites, Chamber of Commerce, Newcomers Club, etc.
- Tax benefits for making changes should be added to FAQ.

### **New Business**

#### **Press Releases:**

Peter to submit article on Handicap Parking Education.

**Schedule Police Details:**

- HC Parking – hard to track . We will revisit in Spring.

**Annual Report:**

- Lotte distributed the Annual Report.

**Next Meeting Date:**

1. December 20, 2012

**Adjourn:**

9:15pm