



**Acton 2020 Committee
Agenda
October 6, 2010 – 7:00 PM
Acton Senior Center, 50 Audubon Drive**

- I. Approve minutes
- II. Review of Draft Summary Sheets—Planners Collaborative
- III. Status Update on Existing Conditions Inventory and Analysis—Planners Collaborative
- IV. Agenda for the October 20 Public Workshop—Planners Collaborative
- V. Agree on Volunteer Advisors organization plan
 - a. Review function of Volunteer Advisors
 - b. Go through list of people already signed up to be involved
 - c. Figure out contacting board/committee chair strategy—who does it and how
- VI. Plan for Oct. 20th meeting
 - a. Review outreach plan
 - i. Report on contacts/advertising already accomplished
 - ii. Confirm contacts that still need to be made, including media contacts & second-round emails
 - iii. Agree on timing/logistics of visual advertising—flyers, banners, blinky board, etc.
 - b. Confirm event logistics
 - i. Facilitators
 - ii. Refreshments
 - iii. Door prizes
 - iv. Set up, including signs directing people to auditorium