



**Acton 2020 Committee  
Agenda  
February 23, 2011 – 7:00 PM  
Acton Town Hall, Room 204**

- I. Approve minutes for 2-9-11 and for 2-16-11
- II. Update on blog
  - a. Review comments
  - b. Agree on next week's posting
- III. Review further key committees outreach
- IV. Review search for new committee members
- V. Discuss March meetings
  - a. Finalize meeting format
    - i. Assign and rehearse "roles"
    - ii. Determine what other information do we need to have on hand
  - b. Discuss meeting "experts"
    - i. Update on reaching out to experts
    - ii. Review communication with/preparation for experts (including what questions we want to ask them)
  - c. Finalize any further publicity/outreach
    - i. Marquee
    - ii. Sandwich signs
    - iii. Easel signs in library, Town Hall, senior center
    - iv. Outreach to teens
  - d. Finalize logistics for meetings
    - i. Refreshments
    - ii. Signs
    - iii. Room set up
    - iv. Other?
- VI. Review and finalize inventory and agree on posting date