

# Toms River Mayor's Advisory Committee on Developmental Disabilities

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Meeting Minutes 07/27/11

In Attendance: Regina Ferris, Bill Gaul, Pat Hertz, Sue Pniewski, Jessica Short, Jane Tallman, David Velardo, Fay Wilson

Meeting called to order at 6:45pm. Meeting minutes from June were reviewed. Regina made a motion to accept the minutes. Sue seconded the motion.

## Old Business:

1. The group discussed the development of a thank you letter to provide to people that give donations toward our events. Fay will get a town hall letterhead to Bill and he will develop the letter.
2. Pat provided two samples of save-the-date cards. The group decided what card they would like to use. Pat will have them printed and forwarded to Rose who will send them out to the vendors.
3. Sue will put the flyer for the Information Fair in PDF format and it will be sent out at the end of August.
4. Bill will put the flyer into the e-newsletter and send out to all of our contacts.
5. The group discussed asking for donations of mums and pumpkins. Each member will attempt to get some donations for the Information Fair.
6. Jessica will present to the town council and the freeholders about our upcoming event and ask that they promote the Information Fair to their constituents.
7. Sue and Fay will contact various news publications to promote the Information Fair.
8. Fay will get the TRMACDD placed on the Town Council agenda for September 13<sup>th</sup>.

## New Business:

1. The group discussed the upcoming Toms River Harvest Fest. Fay will find out if we can get a table free of charge.
2. Bill received an email from a group who is putting together a website of statewide resources. Bill forwarded them a link to the TRMACDD page on the township's website.

## Committee Representative Reports

- No new updates

Reggie made a motion to adjourn the meeting and Jessica seconded the motion. Meeting adjourned at 7:15 pm

**Submitted: William Gaul**