



## OTAC Organization Committee Minutes

January 2, 2020

9:00 a.m. Rouss City Hall

*In Attendance: Shirley Dodson, Greeley Myers, Holly Redding*

- **Committee and Board Recruitment:** Ms. Dodson reported that she and Ms. Flanigan met with Bonnie Landy, President of the Old Town Winchester Business Association, regarding their involvement on the Organization Committee. Ms. Landy provided a list of current OTWBA members that would potentially be interested in serving. Ms. Dodson also reported that she has actively been sending out emails to business and property owners in the primary and secondary districts making them aware that we do have vacancies on OTAC should they wish to apply.
- **Task Sheet Overview and Project Discussion:** Mr. Myers and Ms. Redding began to break down the first committee project for 2020, an OTAC and VMS white page. They assigned tasks to each person in order to complete the project by the due date. Completion of this project is expected to be by February 6, 2020 in order to assist with committee recruitment purposes. Mr. Myers will handle the section on committee projects and OTAC members, and Ms. Redding will cover the role of OTAC, with a VMS overview and how accreditation to the program is relevant to the Board goals.