

DECEMBER 2010
COMMUNICATIONS OFFICER'S REPORT

NOVEMBER 10th: 3:00 p.m. Attended Bicentennial Committee meeting at the Courthouse and took minutes. 2.5 hours

NOVEMBER 11th -- 8:00 a.m. - Met with Mike Williscraft and Jim Alexander at St. Davids Street and Schmon Pkwy. Discussed events of 1812 Bicentennial -- gave ideas to Mike for articles. Invited Mike to attend the Roundtable at Regional Offices on November 30th as he is a member of the NOTL Bicentennial Communications Committee. 1 hour plus drive time (total 2 hours)

NOVEMBER 12th- Spoke with Erika Alexander regarding ideas for Fundraising and grants for my position as a Fundraiser!

NOVEMBER 12th -- Worked on Power Point presentation for Roundtable November 30th -- 3 hrs

NOVEMBER 15th: Spoke with Barry at Astral Media re advertising the Bicentennial. We are not getting involved at the present time.

NOVEMBER 15th: Worked on Minutes of November 10th Bicentennial Committee Meeting 1 hour

NOVEMBER 16th: Worked on minutes - 2 hours.

NOVEMBER 16th: Worked on Power Point presentation. 3 Hours

NOVEMBER 17th: Met with Cosmo regarding photos of Dr. Kerr, and using some of them in a story to run with Niagara-This Week and The Advance. Cosmo has put photos on a disc (DVD)

NOVEMBER 17th: Completed November 10th minutes 1 hour. E-mailed to Richard for his approval.

NOVEMBER 17th: Drove to Cosmo's house and delivered CD's as photos could not be opened on DVD.

NOVEMBER 18th: 9:30 a.m. Met with Dawn McInnis Executive Assistant to the Lord Mayor and CAO of Niagara-on-the-Lake. Discussed the Terms of Reference for the NOTL War of 1812 Bicentennial Committee. None existed! 2 hrs