

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**
(Official Minutes)

COMPLETE COUNT 2010 CENSUS COMMITTEE
Thursday, November 12, 2009

Village Clerk Dennis Martin called the meeting of the Complete Count 2010 Census Committee to order at 3:39 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Committee members present: Martin, Kelly Hayden, Bridget McCarthy

Also Present: Frank Lamm

General Business

Presentation by Frank Lamm, U.S. Census Bureau

U.S. Census Bureau Specialist Frank Lamm presented a packet of promotional materials and posters to provide information and to encourage public participation in the 2010 Census. The U.S. Census Bureau has established a date of April 1, 2010 that it would like all the Census forms filled out by residents and property owners and mailed back to the bureau. Lamm stated that the Census has to be completely done by December 2010. Lamm also distributed a sample copy of a letter of intent that the committee will submit to the Chicago Regional Census Center and acquisition forms for U.S. Census Bureau Partner's Promotional Materials that are available upon request.

Promotional Material Local Distribution Plan

Martin presented the preliminary Local Distribution Plan for the promotional and educational materials. The initial three items that have been instituted since the Walworth County Census Committee initiated its county-wide efforts earlier this year are:

1. Informational Flyers Posted on Website & Displayed at Village Hall, Public Library and local Post Office – *Posted Summer 2009*
2. Informational Flyers to be Mailed with Tax Bills – *December 2009*
3. Informational Displays for Materials Provided by U.S. Census Bureau to be Established at Village Hall and Public Library – *November 2009*

Martin stated that he will add the following three items to the plan:

4. Send out U.S. Census Bureau promotional and educational brochures and posters to the appropriate entities, including the local churches, schools and media representatives.
5. Add U.S. Census Bureau link and post additional materials on Village of Fontana website.
6. Set up Questionnaire Assistance Center and Be Counted Program site at Village Hall and publicize the site in the Village newsletter and on the Village website.

Adjournment

McCarthy/Martin 2nd made a MOTION to adjourn the meeting at 4:15 pm, and the MOTION carried without a negative vote.

Minutes prepared by: Dennis L. Martin, Village Clerk

Note: These minutes are subject to further editing. Once approved by the Complete Count Census Committee, the official minutes will be kept on file at the Village Hall.

APPROVED: _____