

MONTHLY MEETING
SAN ANSELMO HISTORICAL COMMISSION
Wednesday November 20, 2013
7:30 p.m. – Historical Museum at Town Hall

1. Call to Order – Judy Coy

2. Welcome and Introductions

3. Approval of Agenda

4. Approval of Minutes of Meeting of October 16, 2013

5. Open Time for Public Expression

The public is welcome to address the Commission at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Commission is not permitted to take action on any matter not on the agenda, unless it determines that an emergency exists, or that the need to take action arose following posting of the agenda. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

6. Financial Report

7. Discussion Items/Unfinished Business:

- a. **Oral History Project** – Dick Miner will report on any planned or recently completed oral histories.
- b. **Oral History Transcription Project** – Judy Coy will provide an update.
- c. **Collections Database/Acquisitions** – Judy Coy will report on recent acquisitions or donations to the Historical Museum and on new research projects.
- d. **Hallway Displays** – Commissioners will discuss implementation of a display at Drake High School and the holiday-themed display for the Museum.
- e. **Museum Docent Schedule and Guidelines.**

8. New Business -

- a. Commission officers for 2014

9. Adjournment

Any writings or documents provided to a majority of the Historical Commission regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

Next regular meeting: **December 18, 2013 7:30 p.m.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administrative Services Assistant at 258-4691. Notification at least 48 hours in advance will enable the Town to make reasonable accommodation to help ensure accessibility to this meeting.

I hereby certify that this agenda was posted on the Public Notice Bulletin Board outside Council Chambers on _____.	Administrative Services Assistant
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