

RECORD OF PROCEEDINGS

Minutes of the **CONCORD TOWNSHIP BOARD OF TRUSTEES** *Meeting*

Held December 2, 2011

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The Concord Township Board of Trustees met in special session on Friday, December 2, 2011 at the Concord Township Administrative Building. Chairman Koch called the meeting to order at 9:25 a.m. Roll was called; in attendance were Trustees Karen Koch, Bart Johnson and Joe Garrett.

The purpose of the special meeting was for township official training for the website. Jonny Roller and Keith Hardin, E-space Communications, instructed officials on how to: get into the website for editing, upload meeting minutes and other pdf files, view email registrants who signed up for township notices. E-space will set up Google Analytics so officials can track website activity, and also designate a default home page to use when there are no township announcements.

Mr. Johnson moved and Mr. Garrett seconded to adjourn the meeting. Vote: 3-0. Meeting adjourned 11:35 a.m.

ATTEST

BOARD OF TRUSTEES



Fiscal Officer

