

**TOWN of CARY
North Carolina
www.townofcary.org
P. O. Box 8005
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(919) 469-4000**

PUBLIC NOTICE

The Mobile Application Strategy Committee will meet on Wednesday, September 17 at 5 p.m. in conference room #10035, located at 316 N. Academy St., Cary. The purpose of the meeting is to make progress on its work plan:

- Develop recommendations on a Town wide mobile applications strategy.

Karen C. Gray
Deputy Town Clerk

**Public Meeting Process
6/1/2010**

	Public Notice Process	Date	Initials
1.	E-mail received from staff regarding changes to an existing meeting or information for a new meeting	9/11	gj
2.	Public notice prepared, saved to R drive, printed and given to clerk or deputy clerk for signature	9/11	gj
3.	Clerk or deputy clerk signed notice and returned to the administrative secretary to post on bulletin board	9/11	gj
4.	Administrative secretary updates Town's Web calendar with meeting information, including public notice language; and updates appropriate council members' calendars with meeting information	9/11	gj
5.	Administrative secretary will log off from the web calendar edit mode and go to the web page calendar as if a citizen to verify all information entered is accurate	9/11	gj
6.	Administrative secretary forwards public notice to b/g work orders, Tony Godwin and David Wolk (NOTE: if done by clerk/deputy clerk then administrative secretary will be added as a cc or provided a copy of notice so that she can update Scala)	9/11	gj
	TV Monitor Process		
7.	TV Monitor templates created in SCALA for meeting information	9/11	gj
8.	Meeting information from Web calendar used to create message in content manager (http://10.4.101.90:8080/ContentManager/Login.do)	9/11	gj
9.	Playlists created	9/11	gj
10.	Players synchronized	9/11	gj
11.	Playlists scheduled to run	9/11	gj
12.	Television monitors on and checked to ensure correct playlists running	9/11	gj

NOTE: There are three remotes distributed as follows: Clerk's Office, Technology Services and Public Works Staff