

FILED  
Dec 19 2017  
CITY CLERK

Dec. 11, 2017

Dear Public Official:

Please consider this letter as the filing with you of the Tribune-Star's annual written request for notices of all your meetings, including executive sessions, for the calendar year 2018. This request is intended to cover all boards, committees, subcommittees or other entities that are affiliated with your public agency and are subject to the Indiana Open Door Law (IC 5-14-1.5 et seq.).

Meeting notices should indicate the date, time and place of the meeting and should be mailed at least 48 hours before the meeting. Weekends and holidays do not count toward the 48-hour notice requirement (IC 5-14-1.5-5b). If an emergency meeting is called, news media with standing notice requests should be given the same notice as members of the board or committee (IC 5-14-1.5-5d).

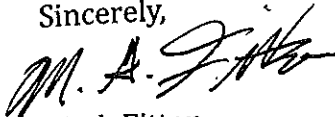
Notice of executive (closed to the public) sessions should indicate the subject matter of the meeting with specific reference to the provision of the law that authorizes the closed meeting (IC 5-14-1.5-6d).

This request is also intended to cover boards, committees, subcommittees or other entities that are subject to the Illinois Open Meetings Act for those agencies in Illinois.

We also ask that you include meeting agendas with your meeting announcements. The preferred method of delivery is by email to [mark.fitton@tribstar.com](mailto:mark.fitton@tribstar.com) and [community@tribstar.com](mailto:community@tribstar.com). Notices also can be sent by fax to 812-231-4321 or through the U.S. Postal Service to Content Editor Mark Fitton, Tribune-Star Publishing Co., P.O. Box 149, Terre Haute, IN 47808.

Thank you for your attention to our request.

Sincerely,



Mark Fitton  
Content Editor

*Please note: This letter may cross paths with a 2018 meeting schedule you have already submitted; if so, thank you.*