

MARLENE MUGAVERO

Marlene Mugavero served as recording Secretary from 1988 to 2013. She was the first paid staff of the Plan Commission and the minutes prior to that time were the voluntary duties rotated among the Commissioners. The scope of duties was described to be a two hour meeting a month and one hour allotted to prepare the minutes.

Marlene in those years attend and presented minutes for some 300 meetings of the Commissions not including special meetings which were few dozens. Her record of attendance was unmatched and the minutes where presented in a timely manner for consideration before each meeting.

Marlene started taking minutes before word-processing and the use of a fax was a commercial service. Her technique of choice was shorthand and she demonstrated her mastery on more than one occasion by reading back a motion prior to a vote.