**COMMUNICATIONS COMMITTEE MEETING MINUTES**



**December 28, 2017**

**10 AM – PHONE MEETING**

**In attendance:** Danielle Sicard (Easton), Kelly McElreath (Upton), Nancy Burnham (Athol), Lynn Sibley (Whately), Amy Warfield (Burlington), Andy Dowd (Northborough), Maria Sagarino (Stoneham), Marie Ryan (Great Barrington)

**Membership Benefits**

* Only a few not completed in the software (website 4), (email 20) – Kelly and Nancy to clear out
* Nancy & Lynn to create an email to be sent to anyone whose email on the google group is not associated with an MTCA membership. The email is the template to be used whenever anyone is being removed from a membership benefit and will include a deadline to respond, information on how to continue benefit and the membership forms to do so.
* In regards to pending memberships and conference registrations - Danielle to discuss options with Kari about class registrations for members only. Danielle to work with LLdata to see if a pending membership report can include registration to conference information to avoid anyone from registering for a 2nd conference that doesn’t have a membership.
* In regards to City’s registering for a conference without a membership – we are going to see if the software can have a city membership so they can register but they will not be included on the benefits package. A report would be necessary as well. Danielle to work with Lisa and Lynn on it.

**Website Updates**

* Appointments / E-Board Directory – Amy and Kelly to determine the best way to have the information on the website and available for non-members and easily edited and maintained
* The following is a list of MTCA committees that should have its own webpage. We discussed that these would be only be visible to members only and would include agendas/minutes sections.
	+ Bylaw Review
	+ Communications Committee
	+ Legislative Committee
	+ Mentoring Committee
	+ Task Force Advisory
* Other pages discussed that should be maintained by liaisons were:
	+ E-Board Secretary Members & Non Members?
	+ Membership Lynn Members & Non Members
	+ CMMC Barbara Members Only
	+ Scholarships 2nd VP Members Only
	+ Public Recorder Nancy Burnham Members Only
* Marie to let Kelly & Amy know who from each committee should have full access for each of these pages and will be responsible for keeping updated.
* Kelly & Amy to work on these items to be completed by Jan 12th.

**Public Recorder**

* This is now maintained by the Communications Committee.
* There will no longer a done as a pamphlet type document but instead the information will be hosted in the middle section of the Public recorder page on the website.
* Sections will include – Presidents Report, Legislative Agent report and updates/etc.
* We will need to address how to index past recorders and new items moving forward so they are still available to members for reference.
* We will need to determine if sponsors that are listed on the right side of the home page (as well as the top sponsors links to their webpages) can also have the option to add the public recorder page to the sponsorship and if the website allows for this (and if it can be different then the home page ones)
* Kelly and Amy to get information from VTS about these before our next meeting (1/4) so we can address the sponsor options/fees

**Next Meeting – Phone Call – Thur 1/4 – 11AM**