**COMMUNICATIONS COMMITTEE MEETING AGENDA**



**Wed, June 12th – 11:15 AM**

**Plymouth Conference**

 **In attendance:** Danielle Sicard (Easton), Kelly McElreath (Upton), Andy Dowd (Northborough), Lynn Sibley (Whately)

**Committee Roles & Responsibilities – FY20 listing –** Danielle told the committee that the E-Board approved adding the committee roles and responsibilities and that she was including website content management stuff on the software acknowledgement. No changes to the listing of who holds which responsibility were made to the list provided for FY20. Time sensitive reminders of items that need to be done in June or July were reviewed as follows –

* + Membership Benefits – FY flip – Nancy & Kelly
		- Welcome Correspondence – email to new members / Lists to AP & OPCF - Lynn
		- Online Welcome Packet Coordinator – annual updates to welcome packet – Andy

**Review of documents / approaches for communication committee responsibilities** – The committee discussed and reviewed the following documents:

* **New Clerk / Welcome Email** – Lynn will review the email to make sure all of the links are still accurate now that some changes have been made to the website.
* **New Fiscal Year Association dues** – Lynn and Danielle have made changes to reflect the new contact information for Lynn as well as adding a section for clerk salary and clarification on hiring status to provide check boxes for appointed or elected.
* **MTCA Email Group** [**Etiquette Document**](https://www.masstownclerks.org/sites/matownclerks/files/uploads/mtca_email_etiquette.pdf) – everyone agreed no changes needed to be made.
* [**Membership Dues**](https://www.masstownclerks.org/sites/matownclerks/files/uploads/fy19_mtca_dues_form.pdf) **&** [**Benefits**](https://www.masstownclerks.org/sites/matownclerks/files/uploads/mtca_membership_flyer_fy18.pdf) **Communications** – Lynn and Danielle will review the communication that is to go out prior to the pre-populated dues forms. Danielle will ask Marie if she can speak at lunch to inform people of the process and importance of completing the office staff sections in full as well as the difference for associate memberships for recording conference class attendance.

**Website –** much progress has been made to clean up the existing pages and where the documents reside in preparation for dispersing the responsibility of maintaining accurate and up to date information on all of our website pages to website content coordinators. Kelly and Andy will work with Danielle to add new pages for Scholarships & Conferences as well as offer a training to all content coordinators (hopefully after the summer E-Board meeting). After that time and at our next meeting we would like to address potential communications that Diane drafted and website visibility to Regional Associations.

**Communication with members –** The committee agreed that they should put together some “email Signatures” that could be used when there are mass association communications (see some bullets below) by the president or other committee leaders (legislative, education, etc) on our email group.Danielle will put together a draft of such FAQ items we may want to address for review at our next meeting.

* + - WEBSITE: User Names / Where to find: surveys / samples / mentoring documents
		- EMAIL: Etiquette
		- CONFERENCES: Add staff to Membership Dues Forms / credit for attendance

**Next Meeting**

* Training for Website content coordinators – after summer E-Board meeting
* Next committee meeting / email agenda items:
	+ Review of draft communication signatures
	+ Regional association on website