



COMMUNICATIONS COMMITTEE MEETING AGENDA

February 14, 2023 – 10:30AM

Zoom Meeting

Members In attendance: Danielle Sicard (Easton), Kelly McElreath (Plymouth), Nancy Burnham (Athol), Elizabeth Gaffey (Walpole), MTCA Secretary - Jayne Davolio (Millbury), Dawne Warren (North Andover)

Website Liaisons in attendance: Education Committee - Trudy Reid (Wayland), Legislative Committee – Dottie Powers (Westwood), CMMC Certification - Barbara LaBombard (Easthampton)

Invited guests in attendance: Trish Bessette (Avon), Nancy Blackmer (Orange)

Invited guest unable to attend: Cheryl Estrella (Freetown), Kelly Darling (Orleans), Joe Judd (Shelburne)

Approve Minutes – Motion by Liz Gaffey approve the 1/25/23 meeting minutes, seconded, all in favor.

Committee Make Up – Motion by Nancy Burnham to recommend a bylaw change to include the MTCA secretary as a member of the communications committee, seconded, all in favor.

MTCA Policy book – Motion by Dottie Powers to recommend removing “the publication and archiving of Public Recorder Page,” from the top paragraph of this document as well as already approved recommendations, seconded, all in favor.

Etiquette Document – **Dottie Powers and Liz Gaffey** volunteered to draft a new second page to the etiquette document to include FAQ’s and Facebook information. They will provide the draft to Danielle and Andy to review before bringing to the committee for review prior to publication on the website.

MTCA annual Salary and staff survey – Danielle and Barbara reviewed the changes Cheryl made to the survey based on the comments from the committees January 25, 2023 meeting. Cheryl was not at the meeting but Danielle or Cheryl will provide the link for the members to review as soon as possible. The committee hopes to approve the survey via email with a targeted release date of this week or early next week. Committee members are encouraged to reach out their local/regional networks of clerks to encourage participation in the survey. The committee will review the results and make some determinations on whether it should be released annually with the dues notices.

Contact Committee Meeting – Dottie Powers has agreed to chair the contact committee that will be working to obtain a high response for the MTCA legislative survey that is targeted to go out around March 1st. Dawne Warren, who is co-chairing the survey committee, will create a google document that the committee can access and see who which communities have responded or not. Dottie will direct the contact committee on how to use the google document so everyone can mark who they are calling and if/when they receive a survey response to avoid duplication of efforts. Dawne & Dottie will work together between March 16th and 19th and the contact committee will begin its work on March 20th with a desired end date of March 31st.

NEXT MEETING AGENDA ITEMS:

Etiquette Document - Review edits for publication on the website & release to association

MTCA annual Salary & Staff Survey –

- Review response rate
- If / How / When to implement survey on annual basis