**COMMUNICATIONS COMMITTEE MEETING AGENDA**



**February 26, 2019**

**2 PM – PHONE MEETING**

1. **Committee Membership**
2. **Updates / Committee Roles**
	* **Public Recorder & Website Vendor Sponsorships – Nancy**
	* **Membership Benefits**
		+ Email – Nancy
		+ Website – Kelly
	* **Website** - Kelly / Andy
3. **Review of documents / approaches for communication committee responsibilities**
	* MTCA Email Group [Etiquette Document](https://www.masstownclerks.org/sites/matownclerks/files/uploads/mtca_email_etiquette.pdf) - Danielle
	* [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
4. **New Business**
	* Regional Association Webpages
	* E-Board communication request
		+ WEBSITE: User Names / Where to find: surveys / samples / mentoring documents
		+ EMAIL: Etiquette
		+ CONFERENCES: Add staff to Membership Dues Forms / credit for attendance
5. **Next Meeting**