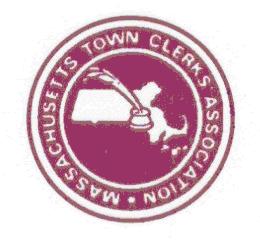
**COMMUNICATIONS COMMITTEE MEETING AGENDA**



**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**