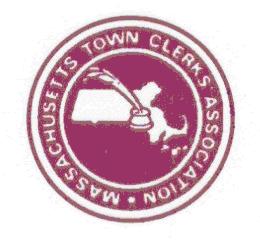
**COMMUNICATIONS COMMITTEE MEETING AGENDA**



**Wed, June 12th – 1:00 PM**

**Plymouth Conference**

1. **Committee Roles & Responsibilities – FY20 listing**
   * E-Board Approval
   * FY20 Listings
   * Time sensitive reminders:
     + 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
2. **Review of documents / approaches for communication committee responsibilities**

* Review of New Clerk / Welcome Email - Lynn
* Review of New Fiscal Year Association dues - Lynn
* Review of 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 - Danielle

1. **Website**
   * New Pages – Scholarships & Conferences
   * Website Content Coordinators – Training
   * Regional Association Webpages
2. **Communication with members** 
   * + WEBSITE: User Names / Where to find: surveys / samples / mentoring documents
     + EMAIL: Etiquette
     + CONFERENCES: Add staff to Membership Dues Forms / credit for attendance
3. **Next Meeting**