



COMMUNICATIONS COMMITTEE MEETING AGENDA

July 28, 2021

2PM zoom meeting

1. **Review of documents / approaches for communication committee responsibilities**
 - Committee Roles & Responsibilities
 - Changes?
 - Vendor Sponsor timeline
 - Public Recorder
 - FY22 responsibility positions
 - New Clerk / Welcome Email
 - New Fiscal Year Association dues
 - MTCA Email Group [Etiquette Document](#)
 - [Membership Dues](#) & [Benefits](#) Communications
2. **Website**
 - Website Content User Guide – Trainings?
 - New Pages – Scholarships - Conferences – Education Committee
 - Regional Association Webpages (from old agendas)
3. **Communication with members** (from old agendas)
 - WEBSITE: User Names / Where to find: surveys / samples / mentoring documents
 - EMAIL: Etiquette
 - CONFERENCES: Add staff to Membership Dues Forms / credit for attendance
4. **Next Meeting**

Website Summer Action reminders:

- Welcome Correspondence – email to new members / Lists to AP & OPCF - **Lynn**
- Website coordinators:
 - Home Page – New Officers - **Kelly did already** – Name Badges Information?
 - About us Page
 - Past Presidents, MTCA Clerk list, member list, DLS List – **Danielle did already**
 - Useful Links – **Andy / Kelly**
 - Membership Page – Forms: dues, new clerk, clerk change, retiree – **Danielle did already**
- E-Board
 - Current appointments / E Board Directory – **Bob / Wendy to update after August Eboard mtg**
 - Meetings – **Danielle / Bob trying to get information**
 - 2020 – no Agendas and Minutes posted
 - Minutes missing - 9/18/2019
 - Minutes approved? - 8/7/2019, 9/18/2019, 12/6/2019
- Committees:
 - Mentoring – **Danielle to update after meeting in July**
 - Online Welcome Packet Coordinator – annual updates to welcome packet - **Andy**
 - Communications – **Danielle to update after meeting in July**
 - Legislative – **Andy**
 - Education – **Valerie**
 - CMMC – **Barbara / Marianne Staples**