**COMMUNICATIONS COMMITTEE MEETING MINUTES**



**June 7, 2017**

**10:00 AM**

**PHONE MEETING**

**In attendance:** Danielle Sicard (Easton), Kelly McElreath (Upton), Nancy Burnham (Athol), Lynn Sibley (Whately), Amy Warfield (Burlington), Andy Dowd (Northborough), Maria Sagarino (Stoneham).

**Membership Bylaw Changes-** we decided that we should recommend (and provide a sample) to the E-Board a membership benefit chart outlining the benefits per membership type and asking them to approve and include in their policy procedures manual. Danielle to draft the samples and send for the E-Board to review at their meeting next week.

**New Dues Cycle – July 1st –** we are hoping for approval of MTCA software at the E-Boards meeting next week and the renewal of memberships can be automated for FY18 and will include information on approval for membership benefits through this process. We hope to have the membership form out by July 30th and notice of such with membership benefits flyer out to association in the beginning of July.

**Public Recorder-** Nancy Burnham voiced her concerns about obtaining information to include in thePublic recorder. Kelly made a **motion to recommend to the E-Board that they change the Public Recorder to be a section of the MTCA website and include a quarterly report from the Lobbyist and President on updates.** Motion was 2nd and approved unanimously.

**Website Update Project** – Danielle has included the $1500 projected to do a website refresh with Virtual Town and schools. We would like to do the refresh by September when we would be requiring membership to continue with membership benefits (and conference registration). If the funding is approved Amy and Kelly will have meetings over the summer with interested committee members to discuss the refresh of the website.

**MTCA Member Website Updates** – Kelly and Amy are recommending that each town have one user name with the town and their 3 digit state #. If a clerk wants another member of their staff to have access they would simply share that user name and password. If they determine they do not want them to have access moving forward they simply change their password. For new membership cycle they will add anyone upon request on the membership form that doesn’t’ have access in the same manner as they currently do and at time of website refresh all user names will be cleared out and all town with membership will be given the new user name as outlined above. We hope to do that process in September.

**Next Meeting –** Summer meetings will be held coordinated by Amy and Kelly with all members welcome to attend/participate. These meetings will be in regards to the Website Refresh if funding is approved by the E-Board.