**COMMUNICATIONS COMMITTEE MEETING MINUTES**



**January 9, 2018**

**11 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), Marie Ryan (Great Barrington), Deb Boubeau (Montague)

**Public Recorder**

We agreed on the following sponsor package offerings for 2018:

* Full Sponsor Package (Home Page, Sponsor Drop Down and Public Recorder active link) $1000
* Home Page active link $600
* Public Recorder page active link & quarterly push to association $600

The Recorder page will be updated **March, June, September & December** with new material for Presidents Message and Beacon Hill Report and it will remain on the page until the next recorder is done. The additional Information section will include any and all information relative (as determined by the Recorder publisher and president) to the entire association and sent out on the google email group. We will archive all the materials for the Recorder (by making a PDF of the web page) for each quarter before launching a new release. Recorder releases will be announced to the association via the google email group once ready for distribution.

Nancy to send to update and send out sponsor applications with the hopes to be able to have the sponsor links active on web page by end of January.

Kelly to work with VTS to get the new page with December Recorder information and sponsor links up by the end of January.

Our First full online launch will be with the March Recorder.

**Membership Benefits Updates**

Kelly reported that all MTCA members have been provided this benefit.

Nancy will be sending out the email to anyone whose email on the google group is not associated with an MTCA membership this week and confirmed that all MTCA members have been provided this benefit.

Danielle confirmed that the MTCA software has been updated to include a City Clerk membership status for city clerks who want to attend a joint conference but have not paid MTCA memberships. This membership status does not give them any membership benefits other than attendance to conferences.

**Website Updates** –

Kelly & Amy will have the Appointments / E- Board Directory completed this week or early next week. Marie will be sending emails to those who will be responsible for the following web pages to let them know that Kelly will be sending them the log in access for their page and that they should try to update those pages as soon as possible and to contact Kelly / Amy / Andy should they need a training.

 Administrators: Kelly, Amy, Andy

* + Bylaw Review Amy Warfield
	+ Communications Committee Danielle Sicard
	+ Legislative Committee Cathy Harder-Bernier
	+ Mentoring Committee Danielle Sicard & Liz Greendale & Kelly McElreath
	+ Task Force Representative Danielle Sicard
	+ E-Board Secretary/President Liz Greendale & Marie Ryan
	+ Membership Treasurer/Assist Lynn Sibley & Danielle Sicard
	+ CMMC Certification Registrar Barbara LaBombard
	+ Scholarships 2nd VP Nancy Talbot
	+ Public Recorder Nancy Burnham

**Next Meeting Agenda Items:**

* Regional Association Webpages
* Google Email Group Etiquette
	+ Updates?
	+ When send out?
	+ Police ☺