

Communications Committee Meeting Minutes

February 10, 2021

Members Present

Christina Cioffe, Athena Sapir, Pam Yoss, Sean O'Connor, Jeanne Kingsley, Gentiana Brahmaj, Jim Skidmore

Pam Yoss called the meeting to order at 8:05 PM. The meeting was conducted via Zoom.

- January minutes approved
- Newsletter
 - Monthly
 - Has not yet been sent out due to other obligations of the committee
 - If it should be quarterly was discussed - no, too popular
 - Committee is aiming for next week release
 - Solicitation email needs to be sent by 2/11 (Pam and Sean)
 - Sean is looking for more feedback on submission form before sending it out
 - <https://forms.gle/QUqBmG4Z6fF4mHSD9>
 - Senior Newsletter
 - Pam and Jeanne to work on together
 - Will include vaccine information
- Shared services agreement with BOE for Municipal Cable TV
 - Board has reviewed
 - Legal is reviewing
 - Service Level Agreement (SLA) will be written to ensure content remains fresh and summer months will be covered
 - Target date for broadcast: March
- Coffee and Conversation
 - Very successful (20 attendees)
 - Release to go out to Tap by tomorrow (2/11/21)
 - Angie will be following up on some items
 - Next session targeting April/May 2021 for Gentiana & Alvero
- CivicPlus
 - New customer success manager
 - Requested March for intro meeting
 - Asked about adding twitter and social media connections
 - Pam, Herman, Athena, Angela, Lisa to be included
- Mask Collage
 - Lucinda made it for communications committee facebook page
 - Put it on the town website as well
- Graphics for storm water campaign
 - Jim reached out to John Leo - Pam to follow up

- Annual Budget Process
 - First budget meeting planned Feb 22
 - Meetings should be publicized for public - request to township - waiting reply - Jeanne to follow up
- Interns
 - Have not heard back from them
 - Pam to circle back
 - College intern could help - Jim to reach out
- Next Meeting: March 10, 2021 at 8pm

Meeting adjourned at 8:30PM by Pam Yoss