

Communications Committee Meeting Minutes

March 10, 2021

Members Present

Christina Cioffe, Athena Sapir, Pam Yoss, Sean O'Connor

Pam Yoss called the meeting to order at 8:08PM

- Review and accept minutes – February 10, 2021
- Newsletter/Senior Newsletter Status
 - Sent out in Feb
 - Will have March and April newsletters
 - Solicitation for March sent out this week with deadline of 3/17
 - March target send date 3/19
 - April solicitation will be sent around 3/20
 - April target send date 4/9
- Coffee & Conversation
 - Status - no update, Gentiana not present
 - Will be Alvero and Manny
 - Next Steps - Pam to follow up with Gentiana
- Council presentation
 - Pam will open and Athena will present
 - Will circulate to council over the weekend
- CivicPlus Operating System Upgrade
 - Pam scheduling time with new Customer Success Manager
 - Need to discuss additional capacity and abilities to meet town's needs
- Miscellaneous projects status:
 - Mask collage - complete
 - Stormwater drainage graphics - complete
- Annual budget process
 - Waiting on final review
 - Will need to clarify value of the communications professional
- Old Business/New Business
 - Additional Cares funding so Senior newsletter can be quarterly
 - Alvero working on Senior Affairs committee
 - Newsletter could be transferred to SA Committee
 - Would like to do Survey similar to NP
- Next meeting date - Wednesday, April 14

Meeting adjourned at 9:20PM by Pam Yoss