



Communications Committee – 7/30/15 Meeting Minutes

Present: Lynn O'Brien – Chair, John Barrington, Susan Dillon, Heidi Michel, Jim Dalbec, Nikki Billbrey

Absent: Larry Bowman, Lucy Prouty

The mission of the Communications Committee is to enhance the internal & external communications and expand awareness of the programs, benefits & services offered by Ela Township

Newsletter / Postcard / Directory Schedule

- Heidi to send e-mail to each dept. asking if they have info for Aug. postcard mailing. Info due back to Heidi by 8/7. Mailing to be in boxes prior to 8/29 (housing expo). Heidi will contact printer to confirm turn-around time.
- Heidi to send a sample directory page to each department. Each department to provide Heidi with a draft of an overview of their dept. for the directory. We will review all drafts at next meeting.

E-mail blast –

- E-mails are up to 900!! Nikki will help Heidi with posting on FB how to attach the e-blast sign-up link. “everyone who shares the link will be entered in a drawing to win a raffle basket”. Goal 1000
- Reviewed topics for Aug
- Heidi to follow up with Laurie W in regards to pictures.

Website – Susan to send Heidi updates they have. Heidi has been updating website with events.

Facebook –

- Nikki will work with Heidi to do “hash tags”
- Everyone brought their “in-sights” from FB – obviously pictures work great. Some trends with age and best time looks like Wed-Fri. Agreed to bring this info to each meeting.
- Discussed personal FB and how we should all be aware of how we represent ourselves. Thank you Susan
- Reviewed some old business in regards to a policy for social media – Susan & Lynn both have information. This is the role of the Clerk/Supervisor - we will forward our information to them and discuss at next board meeting if needed.

New Business –

- Decided to continue meeting on the last Thursday of the month @ 10:00

Next Meeting: Thursday August 27, 2015 10:00 Town Hall

Meeting adjourned – 12:15am