

## **NORTH YARMOUTH COMMUNICATIONS ADVISORY COMMITTEE**

**December 1, 2018**

### **Minutes**

**Attending:** Katie Murphy, Rob Wood, Christian Edmondson, Peg Leonard, Jay Fulton, Kathy Whittier

Minutes of previous meeting: Approved as printed. Rob/Peg. Voted.

There was continued discussion of issues of access and the website. It was noted that making changes to the website depends on the capabilities of the Virtual Town Hall back end. The committee discussed making a list of several relevant minor issues along with suggestions to improve the website totally from the point of view of being helpful to the process. We will check other VTH sites to use as references for the changes. Katie and Peg will get together to create a list of three or four items to send to Rosemary for consideration.

More frequent newsletters: Concern of the committee: What is our role in this process? More seems to be done by Town Office personnel and we are uncertain how to proceed. Are we involved with content collection? Scheduling? Is the Town Manager's monthly report on the website? Can this be used as a monthly newsletter, e.g., through Constant Contact? Next meeting: Discussion of setting schedules for newsletters for the next year (or fiscal year) in cooperation with the Town Office. We also need clarification of the newsletter process and our role in it, including how we can help.

Next meeting: Friday, January 5, 7:30-8:45 am, Downstairs Meeting Room.