

NORTH YARMOUTH COMMUNICATIONS COMMITTEE

July 15, 2016

Minutes

Attending: Rob Wood. Katie Murphy, Jeanne Chadbourne, Rosemary Roy, Kathy Whittier

Accept minutes of last meeting 5/6/16 – special meeting on Candidates' Night. Katie/Rob. Voted.

List of accomplishments: Rob is preparing this for the Annual Report.

- Put out two postcards, two newsletters (Jeanne-Kudos on the newsletters).
- Supported and completed the web page. Supported RFTH.
- Supported improved technology and streaming.
- Planned and coordinated Candidates' Night.
- Discussed gateway and informational signs.

RFTH Administrator: The RFTH administrator position should be filled; someone from outside of the town office works better because office capacity may be limited. There is no pay available for collecting material; we did pay Jess for compiling (Rosemary-this isn't really necessary). Subscribers to RFTH now dropped into VTH. Debbie is doing RFTH this week – it is easier with VTH. Things have been consolidated. The only glitch is that RFTH comes up as an attachment vs. being opened directly when email opened. Katie noted that the RFTH coordinator job needs a person who has some idea of the hierarchy of importance of material submitted. How do we move forward? Rosemary: Does the town need more office assistance? A broadcaster is still needed.

What is the purpose of the committee? Rosemary noted that the BOS is having a workshop before its next meeting about charges to committees etc. Do the charges apply to volunteer committees? An assistant to Rosemary could do some of the stuff we do. How much independence do committees have? How much will the BOS listen to committees? Are bylaws needed for committees and policies for ad hoc committees? Ad hoc committees should be named for more than one year – this short a term is not useful for accomplishing goals. The BOS is working on this. Jeanne: The BOS wants conversations to flow without being stifled by bylaws/policies. Drafts of minutes can be posted if there are no quorums. Should we exist? (1) Newsletters need to be done. (2) Gateway and informational signs are important and need to be pursued. (3) Other projects. Our work is about how we communicate to the public. There was also discussion about how to attract volunteers (asking people works better than letters or ads). Do we serve any major function with the web page or with broadcasting?

Future directions:

1. Gateway signs
2. New neighbor welcome. Is Diane Morrison heading this up? Melissa has identified ways to locate new people.
3. Rules of conduct (from Darla).
4. Newsletter planning: What is the date of the next issue? Roughly quarterly. The next will be the Annual Report in September; a postcard will be needed. Talk about content at next meeting (ed. note: This was originally scheduled for 8/19.). Katie can do a delivery date for postcard and September stuff. Final postcard product 9/5, mailing 9/13 for delivery around 9/16.
5. Find three new members for next meeting.

Gateway signs (Rosemary): She spoke with Cindy Guernsey about initial designs. This isn't something she usually does, but she has done it before. Clark or Rosemary needs to approach the state about putting North Yarmouth on state signs. How big, shape, and color for gateway signs? Brian Sites made up the bumper stickers to be given out – bring back samples for gateway signs.

Next meeting: originally 8/19, rescheduled to 9/2, 7:30 am.