

APPROVED MINUTES

Town of Mansfield
Communications Advisory Committee
December 14, 2009, 7:00 pm
Audrey P. Beck Building, Conference Room B

- I. Call to Order: Meeting was called to order at 7:04. Attend were L. Fecho (chair); P. McGlamery (reporting); A. Booth; R. Pelligrine. Staff in attendance: Jaime Russell
- II. Approval of Minutes: Minutes of 11/2/2009 accepted. Report of 9/5/2009 accepted
- III. Public Comment: Rick Hossack commented on community involvement. He volunteered to help to improve communications in the Town.
- IV. Old Business
 - A. Next Year's Committee Meeting Dates: Committee agreed that one meeting per month was sufficient. Two hour meetings will be held on the First Monday with no meeting in the month of July.
 - B. Budget Process: Chair Fecho will communicate with the Matt Hart about information concerning the Current Year Shortfall and Re-evaluation being published with the "Citizen's Guide".
 - C. Communications Channel Inventory: PMcG will do this and present to MCAC in Spring.
 - D. Committee Membership Status: Chair Fecho attended the Committee on Committees meeting and reported the need for 2 Full and 1 Alternate member.
 - E. Communications Policy Development: J. Russell shared the work being done on redesigning the Web component to a Content Management System. No Date on Roll-out. MCAC will begin developing a Policy Statement for January.
 - F. Survey Opportunities: L. Fecho and PO. McGlamery will meet to develop a report and present to MCAC. LF will prepare a draft and circulate.
- V. New Business
- VI. Reports: Chair Fecho shared a packet from Windsor's communications officer.
- VII. Communications: None

VIII. Agenda for the Next Meeting:

IX. Adjournment: 9:20