**Marketing and Communication: November 11, 2021 Minutes**

Members Present: Laura Calabro, Ami Nickel, Mark Kempner, Kristen Neu, Stephanie Silbiger

This meeting was called to order on Thursday, November 11, 2021 at 7:03 p.m. in the Clubhouse

New Business

Media/Communications Specialist Role

* + Committee reviewed the final draft of the job description for this role; will be submitted to Wage & Salary committee for approval and posting

TOPs

* + Reviewed features of Tops that are related to the M&C Committee and Media/Communications Specialist Role
  + Discussed ideas to facilitate roll out of the “member portal” to residents such as: Volunteers attend Seniors meeting or have a table at Festival to help residents sign up

The meeting was officially adjourned at 8:02 pm.

Minutes written by Kristen Neu, Co-Chair and approved by Mark, OIC

December 9, 2021 at 7pm  
January 13, 2022 at 7pm