**Marketing and Communication: September 20, 2021 Minutes**

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

This meeting was called to order on Monday, September 20, 2021 at 7:05 p.m. in the Clubhouse

POA/CC Website

* + Committee discussed current websites, future plans
  + Brainstormed potential capabilities of the website
  + Discussed capabilities as related to Tops software

Media Specialist Role

* + Role is proposed in the 2022 budget
  + Committee discussed responsibilities as related to the Tops software
  + Will work on job description

The meeting was officially adjourned at 8:30 pm.

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