**Marketing and Communication: Feb 8, 2024 Minutes**

Members Present: Kristen Neu, Alyssa DeNora, Barry Mendelsohn, Mark Kempner, Dan Grant (arrived at the last few minutes of the meeting), Laura Eory

This meeting was called to order on Thursday, February 8, 2024 at 6:38 p.m. in the Trophy Room

Ongoing Project Updates:

* Websites- Preschool website is ready to proceed; Alyssa will get access to the business listing to get ownership and update details; she will also be an admin on the FB page to support the Preschool.
* Newsletter

- Email List Sign Ups: Many years ago, the office had an intern calling residents to get emails added; maybe volunteers needing hours for scholarship can do this; will re-pushed the link to sign up for an emailed newsletter, and remind office that all new homeowners have to sign up to get the newsletter emailed.

-Three new advertisers this month, tight on space for March’s newsletter.

-Discussed organization/layout of the newsletter

* New Homeowners bag- Mark asked about contents; since Women’s Club puts these together, he’ll stop by the office to look at a bag.
* Developing a Media Policy– Attorney Rob shared a document that we can start with; we discussed different ideas; will draft a policy for the committee to review.
* Committee was told about a map handed out at the office to new residents that looks like it was photocopied many times.

The meeting was officially adjourned at 8:00 pm.

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