

CMSBC Communications Subcommittee Minutes

12.16.19

Attendees:

Heather Bout

Pat Nelson

Meeting called to order at 10:02am by Heather Bout (as default Chair).

Motion by Pat Nelson to elect Heather Bout as Chair of the Communications Subcommittee. Seconded by Heather Bout. Unanimously approved.

The committee noted that it is open to any and all feedback from the public on communications and would welcome observers to meetings.

Ms. Bout noted one piece of correspondence regarding the posting of documents to be discussed at meetings.

The committee discussed the Draft Communications Plan.

Agreed to recommend to Building Committee Chairs the following process for posting documents to website:

- Hill International will provide materials distributed at meetings to Erin Higgins for posting and sharing with Town of Concord.

Process for posting any materials in advance to be discussed with Building Committee Chairs.

Edits to draft include:

1. Deletion of "Resources" page from webpage
2. Amended distribution list per confirmations
3. Replacing all personal names with positions

Motion by Ms. Nelson to approve the Communications Plan as edited. Seconded by Ms. Bout. Unanimously approved.

The meeting was adjourned at 10:57am