

Hampstead Communication Committee

Agenda: 05/27/2020 6 PM

Minutes: Deb Della Selva

Zoom Meeting

Attendees:

Suzanne, Denise, Jodi, Matt, Deb

Agenda Items:

Overview of the RTK. Noted that other committees are not recorded.

Role Call.

2020-02-24 CC Meeting Minutes approved - All members 05/27/2020

Review Communications Committee town page and assign Hampstead Committees to CC members:

Action Items - Assigned to CC members - All members completed 05/27/2020

Add Web sites and meeting dates - Deb completed 05/28/2020

Backup logins and tech training* - All members future date

All members need to know how to update in case their assigned committees need assistance on their webpages.

Review and Modify Team Charter Draft:

The Communication Committee's purpose is to help manage and update the Town of Hampstead NH's Website. We offer 1st level technical assistance for other Hampstead groups to update their own web pages. We are the megaphone with the goal of offering current content and transparency for the public.

Each Group on the Town of Hampstead's website has their own page(s). We are not attending their meetings but will reach out to their contact for updates if we are the editors of their web pages. Our role is to encourage timely and accurate information for the Town of Hampstead's residents. We will reach out pre and post committee meetings.

New Business:

Matt will be adding our names to the Hampstead Communication Web Page similar to water resource's format. Email contact will be CC Team email address Hampstead.NH.cc@gmail.com

Discussion on the form letter to the committees to introduce ourselves.

Rough draft form letter and firm up the Charter so it can be posted on CC Website.

Action Items - Homework assigned to CC members - All members before 06/24

Next Meetings:

06/24/2020

Zoom Meeting

Minutes: Matt

07/29/2020

Hampstead Town Hall

Minutes: Volunteer?

08/26/2020

Hampstead Town Hall

Minutes: Volunteer?