

Hampstead Communication Committee

Date: 08/26/2020 6 PM

Minutes: D. Della Selva

Zoom Meeting

**Attendees:**

M. Gillette, J. Lacasse, D. Meyer, D. Della Selva

**Agenda Item Discussions:**

2. Call to Order

- 6:06 pm Matt called the meeting to order

3. Opening Remarks

- Overview of the RTK checklist.
- Role Call: all attendees listed above were present and had no other persons in the room.

4. Review Minutes

- The minutes from the 7/29/2020 meeting were unanimously approved after a motion was made and seconded.

5. Old Business

- Everyone: Status on simple notes to their Town contacts.

Denise: Rec Board (tag), after how many attempts before phone?

Matt: Doesn't want to be a nuisance but encourages communication. BOS, Cemetery Trustees host adhoc meetings, example is the Urn Wall, Historic Commission was emailed and will follow-up.

Jody: Spoke with Howie Steadman Patriotic committee and someone from the Conservation Committee.

Deb: Emailed Cable Advisory Committee. Bianca updates the Town Website. Deb has been posting the concerts and Bianca's Survey to the Hampstead NH Community Page on Facebook.

- Everyone: Status on watching CivicPlus training videos.

Denise: Unknown

Matt: N/A

Jody: Unknown

Deb: Viewed some videos. Plan on viewing more.

- Denise: Status on town-run facebook page administration rules.

Denise developed facebook administration rules, currently 2 pages. Why and the reasons for a Town Hosted Facebook Page (not a Group).

- Matt: Notified the town about the Census deadline of 9/30/2020. Also sent a PDF to Sally to post on the Town Website. Also posted on Hampstead NH Community Page and Hampstead New Hampshire Community Page on Facebook.
- Everyone: Usability project: go through the town site and figure how to re-order/update things to make it more friendly.

Denise: N/A

Matt: N/A

Jody: N/A

Deb: N/A

#### 6. New Business/Other Business

- Group will review the facebook administration rules that Denise created. Group will make notes in the Google Drive document. Additional information will be added as we review. ● Jodi has noticed more engagement on Hampstead NH Community Page on Facebook. The group will take notes on what people frequently ask about and share with the team on the HCC document (noted below).
- Matt will create a document on the HCC Google Drive where questions we observe can be posted.
- Denise pointed out more visibility needed for open positions in Town Committees. Thinking of ways to encourage vocal people to look into the open positions. Matt will ask Sally to post an announcement.

Meeting ended at 6:57 PM

Next Meeting is Sept 30th - Minutes Volunteer