



Meeting Type: Workshop: Communications Committee  
 Meeting Location: McConnell Center Cafeteria  
 Meeting Date: 11-13-14  
 Meeting Time: **6:00 p.m.**

## 1. Call to Order 6:05pm

PRESENT: Aimee, Cecelia & Kim

ABSENT: Stephanie

## 2. Arts Survey

- Email Message - We need to find out how we can email the information, where can we email from? Is it possible for us to create a constant contact account for the Arts Commission so that we can send emails from the commission rather than the general City address. Kim will talk to Mike about whether we can have an administrator access the Cities Constant Contact page so that we can send emails more officially.
- Press Release - decisions made about contact information being included in the press release.
- Distribution List - some information missing, but generally a comprehensive list. Aimee will look into missing information.

## 3. eNews

We could potentially add our newsletter as a link on the Dover Download page. That way other commissions could be encouraged to do the same with their own information.

## 4. Social Media

Next meeting

## 5. Webpage

Next meeting

## 6. New Business

## 7. Adjournment

Meeting adjourned at 7:02pm

NEXT MEETING, Thursday December 11th