



## Building Committee

CROMWELL MIDDLE SCHOOL

**Meeting: CMS Building Committee Communications Sub-committee**

**Date: Wednesday, Nov. 2**

**Time: 6: p.m.**

**Place: CHS Guidance Office**

### REGULAR MEETING MINUTES

I. Call to Order 6:11 p.m.

II. Roll Call Heather Jacobs, Jessica Lamb (via phone), Shannon Hughes-Brown

III. Review Agenda

IV. October 5 Meeting Minutes - approved

V. Public Comments - none

VI. Review current look head

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- Shannon will finalize the Town Council report and ask for an update on the resolutions
- Shannon will finalize the BOE report and send

VII. New Business

A. Chairperson's Update

- There was a meeting with OSCG&R about the resolutions passed by Town Council because they lacked verbiage pertaining to the Central Office.

B. Review November monthly newsletter plan

- Newsletter went out on 11/2/2022 and text will go out 11/3 to our contacts.
- Jessica will post the newsletter graphic and then all 3 members will share across social media.
- Heather will email the graphic to our town organization contact lists.
- Shannon will for distribution from the Superintendent again.

C. Community Design Workshop Communications needs

- This is TBD as we do not have anything concrete that is ready to be shared with the community.

D. Plan 2023 Meeting Schedule

- Will be held every other month for 2023: 1/4/2023, 3/1/2023, 5/3/2023, 7/19/2023.
- Meetings will be at 6pm at CHS Library/Media Center.

VIII. Old Business

A. Review social media calendar

- Jessica will continue until week end 11/5/2022
- Heather will work 11/6/2022-11/19/2022
- Shannon will work 11/20/2022-12/3/2022
- Shannon will work on the social media grid
- We discussed incorporating meeting recordings in our social media posts for topics that would be of interest to the community.

B. Review website updates

- Website is current with the exception of 11/2/2022 newsletter information.
- Design tab is not ready to go live yet as we will not post until there are final decisions made by the committee.

IX. Comments, Updates and Announcements from Committee Members - none

X. Adjournment at 6:42 p.m.