

Attendees: G. Hurvitt, D.Ingalls, K.Milliken, R.Neblett, C.Page, K. Robinson, H. Westcott

Item	Who	Notes	Follow-up
Review and Approve Items Approved by Membership at Monthly Meetings Jan-April, 2021.	Clifton	Minutes will be approved at next Board meeting	
Nomination Committee	Clifton	Volunteers for 2021-22 Board of Directors George Hurvitt and Caryl Heaton are stepping down, all other board members will serve another year.	Board members will seek new volunteers
Founder’s Hall	Clifton	Belfry/Steeple Special Meetings – covered in General Membership meeting	
Annual Meeting July 15 th 7:30	Clifton	Meeting will be live and remote. Will vote only during meeting, as stated in bylaws, discussed email voting during the meeting Voting by Secret Ballot for Steeple? Kate would like to have rollcall voting. Board has agreed to secret ballot. Voting by Ballot for new board if necessary. According to the bylaws, that must be by paper ballot. List of eligible members ? Jeff, Laurie, Kate all have access to membership list, and are updating. Currently, there are 111 paid members.	Board will continue to discuss method for voting and will make decisions known to membership.
NEW BUSINESS – no new business			
Meeting adjourned 9:30pm Respectfully submitted, Kate Robinson, Secretary			

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Email Communication Guidelines

East Blue Hill Village Improvement Association

The Communications Committee of the EBHVIA was formed in the fall of 2019 to help further good communication among East Blue Hill residents and VIA members.

Newsletter:

- The Communications Committee will produce a monthly email newsletter called the EBH News on or around the first of every month.
- This newsletter is sent to all subscribed VIA members.
- The newsletter features photographs, an introductory letter from a VIA board member, current events, and other news items concerning the village of East Blue Hill. A print copy of the newsletter is posted on the bulletin board outside the EBH post office.

Events and Other Submissions to the Newsletter:

1. The message to be sent will arrive in its final "camera ready" or digital state.
2. Messages will be pertinent to the EBHVIA and to the entire village.
3. Emails sent from the VIA will be sent at a frequency that will not dilute the value of further messages.
4. All events will have an identified contact person. The name, phone number or email address for the contact person will be in the notification being sent.
5. The EBHVIA Communications Committee will be responsible for determining whether the messages to be sent are in accordance with these guidelines.
6. The EBHVIA Membership Committee will be responsible for managing and maintaining the mailing list.

EBHVIA Monthly Meeting Agenda and Minutes:

- An email is sent monthly advertising the next VIA monthly meeting, listing the time and place of the meeting. This email will contain a draft agenda of the upcoming meeting and the minutes of the last VIA meeting. It will be sent out approx. 2 weeks before scheduled meeting.
- A second email is sent the weekend prior to the monthly VIA meeting, with time and place of meeting, and including forementioned document.

Submitted by the VIA Communications Committee 12/6/2020