

| Item   | Who | Notes   | Follow-up   |
|--|-----|---|---|
| <p>Review and Approve Items Approved by Membership at Monthly Meetings October thru December, 2020.</p>  |     | <p>SEPTEMBER<br/>~Motion to create a new policy for EBHVIA email list use. Motion passed, unanimous</p>   | <p><i>Motion to approve actions taken by VIA Membership at Monthly Meetings, October Thru December 2020. Motion approved with one abstention.</i></p> |
|  |     | <p>OCTOBER<br/>~Motion to cap off cut wires temporarily in order to restore power to FH, &amp; to form committee to investigate effective lighting in front of FH. Motion passed, unanimous.<br/>~Motion to drainpipes, turn down heat, &amp; FH to be closed for winter, to reopen after reassessment in April. Motion passed, unanimous.<br/>~Motion to schedule two special meeting in early May &amp; June, to discuss the future of the steeple/belfry. Meeting to be held in person and via Zoom. Documents disseminating the specific proposals to be sent out 2 weeks prior to the May meeting, and to be available on the website. Motion passed, unanimous.</p> |   |
|  |     | <p>NOVEMBER<br/>~Motion to set dates of 2 special meetings to discuss &amp; decide in steeple/belfry option set for 5/18/21 &amp; 6/15/21. Motion passed, unanimous.<br/>~Motion to build see-thru barrier between postal worker and public. Motion passed, unanimous.<br/>~Motion to migrate financial services to the EBHVIA Wicks-served website, and to discontinue the SquareSpace-served website when transition complete. Motion passed, unanimous.</p>  |   |
|  |     | <p>DECEMBER – No motions passed</p>   |   |
|  |     | <p>EMAIL &amp; NEWSLETTER GUIDELINES – (Document attached)</p>  |   |
| <p>OLD BUSINESS – Discussion of special meetings scheduled for information and discussion of Founder’s Hall Steeple vs Belfry. Special meetings are scheduled for 5/18/21 &amp; 6/15/21.</p> |     |   |   |
| <p>NEW BUSINESS – <i>Motion to schedule EBHVIA Annual meeting on July 13, 2021 at 7:30 pm. Motion approved with one abstention.</i></p>  |     |   |   |
| <p>Meeting Adjourned 9:10pm, Respectively Submitted, Kate Robinson, Secretary</p>  |     |   |   |

## 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