**Marketing and Communication: June 13, 2024 Minutes**

Members Present: Kristen Neu, Mark Kempner, Alyssa DeNora, Pat Degnan (Left 7:08p)

This meeting was called to order on Thursday, June 13, 2024 at 6:40 p.m. in the Trophy Room

Ongoing Project Updates:

* Discussed initial 2025 Budget Recommendations
	+ 527.01 Newsletter Printing- Recommend either keep or reduce to $16.5K
	+ 357.00 Revenues- Recommend increase to $18K
	+ 527.02 Newsletter Salaries- Alyssa will calculate the past 12mo and provide estimate, with commensurate reduction of 513.12 Office/Clerical
	+ 527.03 Postage- Recommend $15,500
	+ 527.04 Payroll Taxes- floats off 527.02
* Websites
	+ POA- Discussed domain hosting; expiration is coming up and we may migrate now; Alyssa to get Scot’s input on this; we will meet soon to map out the new POA page; new POA to be complete by early spring 2025
* Media Policy
	+ We reviewed and discussed the first draft; will continue at the next meeting

The meeting was officially adjourned at 7:46 pm.

Minutes written by Kristen, Co-Chair and approved by Mark, OIC