

**Communication Committee**  
**Meeting Minutes**  
**July 12, 2021**

Present: Holly Kopp, Chair, Bob Lucy, Ryan Palmer, Logan Arrowood, Donna Brunette, Chris Hoffman

**Event Concept:**

The Committee continued to discuss the planning of a ribbon cutting/ opening ceremony for the MTA campus. The event will be scheduled for Friday September 17<sup>th</sup> from 4:30-6:00 pm. The ceremony will take place in front of the new high school where a ribbon can be cut. Most guests will be standing in front to the building/ bus lane, although some chairs will be reserved for those needing to sit during the festivities. In case of inclement weather, the ceremony can easily be moved inside. Following the ceremony student-led tours of the building and campus will be available.

**Assigned Tasks:**

- Chris, Logan and Holly will review invite list/ Holly will confirm fundraising contacts with fundraising committee chairs.
- Logan will create a save the date card and invite to be sent.
- Chris will talk with Geoff about whether to “gift” admission to the football game or how to be certain admission is collected should guests stay at the field for the football game.
- Chris will connect with the MTA Booster President to discuss concession / merchandise sale opportunity for this event.
- Chris will coordinate student-led tours (building highlights to show, campus tour, etc.) with Oliva Cox.
- Logan, Chris and Bob will monitor budget needs including staff time, decorations (flowers, balloons), refreshments, invite costs, etc.

**Agenda Items for Next Meeting:**

- Agenda for the ceremony including speakers, messaging of each speaker, placing of the time capsule and/or how to involve time capsule in the ceremony, and ribbon cutting (who to cut the ribbon?), etc.
- What is the technology needs for the day? (For example, live stream time capsule placement?)
- Other set up requirements for event
- PR plan/ newspaper ad?
- Other?

Next Meeting: August 6, 1 pm via zoom