

**Communication Sub Committee
Meeting Minutes
November 7, 2019**

Present: Holly J. P. Kopp, Ryan Palmer, Donna Brunette, Shawn Chabot

The Committee met and discussed the following items to include in upcoming posts:

- October 10, 2019 Minutes of Communication Committee, and Sept and Oct Building Committee Minutes, and Sept and Oct Financial Reports.
- Donor appreciation event photo montage.
- Proposed communication to be distributed to MSAD #75 Community: Topics include school opening in 2020, view video of interior on-line, update on fundraising, update on baseball field, decommissioning to begin early July 2020.
- Olivia Cox: First student to enter new building! Will be publicized in Ryan's new video footage and on the district FB page.
- Mark Conrad will be asked to write a paragraph about the approval of solar panels and sustainability of the building.
- Digital Signage: To be posted when decision is final.
- Project update/Sub-Committee Updates: Shawn noted the importance of updating the community about the Certificate of Substantial Completion being issued for the baseball field (topic to be included in communication to all noted above).

Next Meeting: December 13, 2019 at 1 pm, District Office