

**Communication Sub Committee  
Meeting Minutes  
September 13, 2019**

Present: Holly J. P. Kopp, Donna Brunette, Ryan Palmer, Shawn Chabot, Elisa Hawkes, Angela Twitchell

Project Update/Sub-committee updates: Donna noted that Kathy has a document about school security and the safety features of the new school that we may want to share with the community. Shawn will follow up with Kathy about this information.

The project is 60% complete in terms of expenditures. Planning is underway for transitioning from the old high school to the new high school. The timeline for moving out of the building and demolition of the building will be extremely tight, particularly given the demands of the asbestos abatement.

The traffic patterns and parking update from Donna's newsletter will be posted on the construction website.

Donor appreciation event: The Committee discussed the logistics of the donor event. The event will be indoors with refreshments.

Angela will connect with Heather about updating the fundraising thermometer. The slideshow of the interior of the new school will be shown and the easels with building designs will be in the commons on display

Elisa has invited the press. Angela will work with Elisa about the details of the press release. Donna will confirm the photographer.

Donna will be the MC, welcome people and introduce speakers. John and Shawn will coordinate with regards to their speeches. The program will list speakers, the major donors, members of naming rights and sponsorship committee, forum seat donors, and other donors contributing greater than \$500.

Future posts:  
Renderings of digital signage.

Final date that MTA High School is open to the public.

Next Meeting: October 10, 2019 at 1 pm, District Office