

**UPPER PERKIOMEN SCHOOL DISTRICT**

**Communications Committee**

**Meeting Minutes**

**April 24, 2018 – 6:00 p.m.**

The Communications Committee was held on April 24, 2018 at 6:00pm in Conference Room A at the Education Center. The following committee members in attendance: Chair, Mike Elliott, Melanie Cunningham, Judy Maginnis, and Ex-Officio member, Dr. Kerry Drake. Others in attendance were: Ashley Kitten, Nikki Gum, Dr. Alexis McGloin, Carol Elias, Maggie Buckwalter, Joan Adduccie, and Phil Detwiler.

This was the first meeting of the newly created Communications Committee. The meeting began with introductions of those present. Mike Elliott stated that he wanted future meetings to be held in the Multipurpose Room at the Education Center with those attending to have free conversation and to sit in a circle.

The mission of the committee was discussed and will be discussed further at the committee's next meeting. Ideas considered included communication needing to be factual, honest and productive.

Dr. McGloin asked the committee to think about their focus, what they want to accomplish and stated then we could discuss how to get there.

The committee decided that Communications Committee Meetings would be held on the second Tuesday of every month at 6:00 pm. It was further decided that meetings will be held to 60 minutes.

Dr. McGloin said that she believes a good start for this Committee would be to look at the draft Communication Plan created by Administration and provide feedback. Nikki Gum, the district's Communication Specialist, went through the draft Communication Plan and said that it would be posted on the district's website to solicit feedback and will be on the agenda for the committee's next meeting.

The next meeting will occur on June 12<sup>th</sup> at 6:00 pm at the Education Center.

Motion by Melanie Cunningham, seconded by Judy Maginnis to adjourn the meeting at 7:00 pm. Motion carried; all voted aye.