

Gloucester Lyceum & Sawyer Free Library
Corporate Communication Committee - Meeting Minutes
Wednesday, May 2, 2018

The monthly meeting of the Corporate Communications Committee was held on Wednesday, May 2, 2018 in the Muzzey Room at the Sawyer Free Library.

In Attendance: Wendy Quinones (Chair), Fran Aliberte, Sarah Oaks, Jason Brisbois, Christine Armstrong, Beth Pocock, and AnnaKatherine Amacker. **Guest:** Paul McGeary (vice-chair Building Committee)

1. Call to order and Welcome - Wendy Quinones
 - a. Approval of January and April minutes, no corrections.
 - i. Motion to approve by Fran Aliberte, seconded by Sarah Oaks. Minutes were approved with no corrections.
2. Old Business
 - a. Community Outreach
 - i. Signage: The Historical Commission unanimously approved outdoor signage for the front of the building. The process to get a building permit will take over a month, so the signage will not be up before the Annual Meeting on May 21.
 - ii. Frequently Asked Questions Document: The FAQs were given to staff at the last staff meeting. It is important to have one voice when speaking to the community, so these should be given to board members and corporators when finalized with any new developments.
 - iii. Annual Meeting
 1. The documents for the Annual Meeting have been posted on the SFL website.
 2. The swag bags have been ordered and will arrive on Monday, May 18th. This includes pins for the corporators, but their brochure needs updates. Nametags are also in process.
 3. The flowers will be centerpieces for various tables.
 4. Christine will produce directional signage, and the other signage will be of the portraits used on the report's covers. Christine suggests five at minimum, and we will need easels.
 - iv. Community Events
 1. We will not be doing Night at the Races (rotary event)
 2. Gloucester Grow Fest with Backyard Growers is June 2nd. The library will man a table and supply a bibliography of relevant titles.
 3. We need to make progress on making a community events calendar. For example the farmer's market is on Thursdays. We do not table every week.
 4. Fiesta: We need to find out what it takes to become a sponsor.

- a. Approval for sponsoring fiesta up to \$500: Fran motions, Jason seconds. This motion is approved.
 - 5. Parade of Horribles: A sign on the lead float in the parade costs \$100.
 - a. Approval for sponsoring the parade up to \$500. Fran motions, Jason seconds. This motion is approved
 - 6. There's a Fiesta road race that more wellness minded people, what could we do to sponsor that? This is a YMCA event.
 - a. Approval for sponsoring the road race up to \$500. Fran motions, Jason seconds. This motion is approved.
- 3. New Business
 - a. Sat, June 16: 8am to noon: There is a Library Strategies (fundraising company) meeting at Beauport. This committee is invited.
 - b. At this time Fran moves to go into Executive Session to discuss Financial matters. Sarah seconds, and the motion is approved via roll call:
 - i. Fran: yes vote
 - ii. Sarah: yes vote
 - iii. Wendy: yes vote
 - iv. Jason: yes vote
 - c. Wendy motioned to leave Executive Session, seconded by Fran. This motion is approved via roll call:
 - i. Fran: yes vote
 - ii. Sarah: yes vote
 - iii. Wendy: yes vote
 - iv. Jason: yes vote
 - d. Other
 - i. Wendy will set up a Google Calendar or Document for the community calendar.
 - e. Adjourned