



## Town of Burlington

**MARKETING COMMITTEE MINUTES  
THURSDAY, DECEMBER 1, 2016 6:30 – 7:30 PM  
TOWN HALL SENIOR CENTER**

- I. **Call Meeting to Order:** Meeting came to order at 6:31pm with 4 of 7 members present.
- II. **Review / Accept Minutes of November 3, 2016 Regular Meeting:** Minutes were approved.
- III. **Citizen Comment; Reports of Officers, Boards, or Committees:** No citizen comment.
- IV. **Create meeting schedule for 2017:** Schedule needs to be created before December 15. The committee will continue meeting the first Thursday of each month.
- V. **How to leverage new website, email, etc. to communicate relevant news and events:** It would be helpful to connect the new town website, the new chamber website, the new chamber weekly emails and other groups who are trying to spread news and local updates. Does the town want to have a channel of a weekly or so newsletter, and if so, how will it be developed and funded, who would be responsible for it? It may be helpful to compile a list of optional ideas to get information out to the public as well as a list of optional things for the committee to focus on.
- VI. **New Business:** Due to the impending completion of the committee in September, the committee will probably need to focus its efforts either on communicating information or working on Tavern Day.
- VII. **Adjourn:** Meeting is adjourned at 6:52pm.

Respectfully submitted,  
Katie Lydecker  
Secretary