

MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE  
COMMUNICATIONS AND COMMUNITY ENGAGEMENT  
SUBCOMMITTEE

AGENDA FOR THE MEETING TO BE HELD ON

September 10, 2016 at 10:00 A.M.

Melrose City Hall, Mayor's Conference Room, Top Floor  
562 Main Street, Melrose, MA 02176

AGENDA

1. CALL TO ORDER
  - a. Introductions of Subcommittee / Members [5 Minutes]
  - b. Review Meeting Process (i.e. minutes, quorum, discussion, etc) [10 Minutes]
  - c. Meeting Scheduling / Frequency [15 Minutes]
    - i. **Action Item:** Decide on when next meeting will occur.
2. STATUS UPDATES
  - a. Website Project Update [5 Minutes]
3. REGULAR BUSINESS
  - a. Purpose of Subcommittee / Subcommittee Charter [50 minutes]
    - i. Communications
    - ii. Community Engagement
  - b. Website Administration Policies Discussion [20 Minutes]
    - i. Member Email Accounts
    - ii. Posting Notices, Agendas, Minutes, and Materials
    - iii. Posting Documents and Media
  - c. Press Release Procedure/Responsibilities Discussions [15 Minutes]
4. NEW BUSINESS
  - a. Reserved for matters the Chair did not reasonably anticipate at the time of posting.
5. ADJOURNMENT

I certify that on this date, this Notice was Posted as "Massport Community Advisory Committee Meeting" at [www.massport.com](http://www.massport.com) and emailed to: [regs@sec.state.ma.us](mailto:regs@sec.state.ma.us), [Melissa.Andrade@state.ma.us](mailto:Melissa.Andrade@state.ma.us)

9/6/2016  
Date

  
Elizabeth Dello Russo Becker

Date Posted on Website: 9/6/2016