

GCAM Executive Meeting:

5/20/2024 – called to meeting at 6:09pm. Anthony seconded.

In Attendance – Cait, Anthony, Elle, and Lisa.

Agenda:

Priorities –

1. Make list of equipment

a) Figure out what is broken and create action plan to fix and follow up. (JVC video camera located at Jr/Sr High School.)

2. Design GCAM Letterhead

3. Member letter needs to go out to current list. Renew membership – update demographic information and \$5 renewal membership fee. Just waiting on return labels and printing out letters.

a) Once a day and time have been scheduled for putting out letters – we will invite George

b) Elle will cover office June 29th from 12:30pm – 2:30pm, Anthony will cover June 20th from 5pm to 7pm. We can wait for folks to drop off money and letters.

4. Cait will follow up Kathy to find schedule out in advanced to help with scheduling and coverage.

5. Train Cait on payroll next pay period – June 3rd they will do together and Cait will take over the June 17th.

6. Check out “When I Work” – monthly program to help with scheduling – Cait will ask if she can get 501 C discount. Anthony made a motion to approve up to \$12.50 a month to pay for “When I Work” for scheduling. Lisa seconded it. Board approved. Cait will update Anthony on exactly how much it will cost monthly after she finds out from the program if they will give a discount

DaVinci – is currently being used. Adobe Cloud/Premier Pro (requesting by Cait – would this replace Canva? – she will find out.) They will give a discount for 501 C.

7. No updates for West Street School - motion was made by Lisa to approve the letter being sent. Elle seconded it. Approved. Anthony will send it.

8. Lisa reports that Anthony received high accolades with his communication skills within the town in negotiating.

9. Live casting events– specifically this Sunday regarding the Grand opening for the Veterans Memorial. So folks can request coverage using the website. Cait will fine tune this process more moving forward. Hot spot possibilities. We will review possibly applying for a Granby Cultural Council grant in October to pay for a good hot spot coverage and carrier.

10. GCAM Shirts – Cait and staff will update logo – once completed we will look into getting two shirts for each staff (one golf shirt and one t-shirt) and either one fleece or hoodie of staff choice. Staff will use a t shirt and a sticker for this Sunday’s event.

11. Volunteer to help clean and organize GCAM office. June 30th at 10am. Cait, Elle and Lisa. Andres and Morgan will be here as well.

12. Cait will introduce herself to Lisa and Ally from the schools in the next weeks.

13. As of May 21st will be \$1.75 an hour for Andres. He will make a presentation for Social Media Process by the next meeting – June 24th at 6pm.

Adjourned at 7:53 pm.