

**Cape Elizabeth School Building Advisory Committee
Communications Subcommittee
Meeting Agenda
December 21, 2023, 8:30 a.m.
Location: Town Hall, Jordan Conference Room**

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Meeting Agenda

1. Welcome
2. Approval of Prior Meeting Minutes
3. Review of Communications Plan and Assigned Tasks – Bob
 - ☐ Website Updates
 - ☐ Postcard Mailing
 - ☐ Flyers/Posters for Public Forum
 - ☐ Press Release
 - ☐ Newsletter
4. Review public forum plan for February 1, 2024
 - ☐ Plan for gathering feedback on options
5. Discussion of status of Communications plan and next steps
6. Public Comment
7. Adjourn