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**CONNECTICUT RIVER GATEWAY COMMISSION**  
**Community Relations and Public Outreach Committee**  
**SPECIAL MINUTES**

DATE: March 25, 2025

- 1) Call to Order – Chair called the meeting to order at 5:04 pm
- 2) Attending: Greg Futoma, Chair; Susie Beckman, Debbie Langdon, Kathleen Perzanowski; Jerry Roberts, Suzanne Thompson
- 3) Sponsorship Request
  - a) The Connecticut River Conservancy asked the Commission to continue supporting its 2025 Source to Sea Cleanup of the Connecticut River. The Commission supported the event in 2024 at a Tributary Level, providing \$2,500. A discussion ensued about the Commission’s next fiscal year budget, and a decision was deferred until an overall communication strategy/budget may be further discussed.
- 4) Communications Plan for 2025
  - a) A discussion considered possible communications priorities for the future and means to support such plans. In the past, part-time marketing assistants have provided services such as web updates, creation of informational publications and assistance at Commission events. With the recent resignation of a meetings clerk/web assistant, the Commission is temporarily short-staffed. Greg Futoma will draft a communications budget, to include possible funds to hire a part-time marketing associate.
- 5) Website Maintenance and Development
  - a) The committee discussed the Commission’s need to hire staff and/or volunteers and to provide training for any new personnel to build capacity for website maintenance. The committee agreed that it will not move forward in the near term with plans for an e-newsletter, and that its’ Constant Contact account should be discontinued.