Meeting Minutes
DATE/PURPOSE
2017-02-22: Special Communication Meeting

MEMBERS PRESENT: Jason Reser, Bob Amott, Andrew Smith, Sarah Froelich, Marty Boyer, Karl Oberjohn, Steve Elkins

STAFF and INVITEES PRESENT: Matt Mattone

MEMBERS ABSENT: LuAnn Holmes, Chris Willig

AGENDA

- **Select Mission/Vision**
- **Assign subcomittees**

Topic / Discussion	Report	Responsible Person	Recommendations/Follow up
Attendance			
Approval of Minutes (attachment)			**Resolved to approve as presented.**
1. Selection of Mission/Vision	We took a manual vote of all options, which had been shared as part of this document: https://docs.google.com/document/d/1fLVfg30W9sRy19_8CJQy4KkcKkw4cHVaF-It1Bsl1Ng/edit We had a clear winner on the vision won by majority vote (top 3 were selected and it occurred in six selections—which constituted a majority vote). The mission was tied. Mayor Mattone counted ballots. We then did a manual vote of vision by hand, selected the final mission (6/1). **Selected vision: A timely and consistent flow of information from**		

	the government of Park Hills **Selected mission: Connecting Park Hills through open communication, engaging conversation and relevant information.**		
2. Selected subcommittees and members	**Digital signage** - Needs: How will content be loaded/channeled approved for signage? Access controlled, e.g. connections with Reach Alerts (same items) - Committee members: Karl | Sarah | Steve | Bob **Web committee** - Needs: Hosting, front end and backend evaluation, publishing, security, data retention and storage requirements, UX to include navigation - Committee members: Sarah | Bob | Marty		
3. Misc Notes	- No presentation at next week's caucus meeting - Other random notes captured, but nothing assigned: - Need for committee on utilization of social media outlets - Determining how we engage other committees - People outside of digital (best communication methods)		

	- Should we have a printed newsletter? - Can we piggyback on newsletter with other organizations? - Survey ideas - Same communication methods - Where does open records/policies? Where might that live? eg. Code of conduct, personnel — best practices and policies -		
4. **Adjournment** _____			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Minutes prepared by: Marty Boyer

Next Meeting – 3/15/17

Minutes Approved by: _Karl W. Oberjohn_   Co-Chair   3/15/2017
                         First Name, Last Name   Title (Secretary, Chair, Vice Chair, etc.)   Date