

**Park Hills**  
**Communications Committee Minutes**  
**1106 Amsterdam Road**  
**Thursday, October 11th, 2017**

**Present:** Andrew Smith, Karl Oberjohn, Sarah Froelich, Jason Reser, Mayor Mattone

**Discussion:**

**OpenGov Status** – update from Mayor Mattone

- Mayor and Chiefs had phone conference/online meeting with Kelly from OpenGov on 1100 on Tuesday. Police and Fire Chiefs were told to come with Excel files but misunderstood and came with printouts for upload. Conference postponed.

**Business/Caucus Meetings**

When meetings are small, sound is not an issue, but with more chairs and more residents attending, the meetings become hard to hear.

- Grant for sound equipment ?
- Look for possible help from MAC Productions, Mr. Kruer, Chase Anderson.
- Matt will reach out to TBNK (again?) Jason already had worked with Jason from TBNK.

Bring more to City Council meetings:

- Post neutral from City page
- Post agenda
- Put on Nextdoor and Facebook.
- Place on the “news” for Park Hills front page. With Agenda linked.
- Webster to send out on Reach.

**Newsletter Frequency**

- Four may be too much especially considering budget. - Sarah
- Three is minimum. But also doesn't want to burn it out. – Karl
- what are the important parts? Taxes? Memorial Day?
- right now we update the website with info that we research for the newsletter. Maybe we should be researching for the website instead. – Sarah

## December 10<sup>th</sup> next Newsletter

- Photo submissions need confirmation, may not go through.
- Content from all council, police and fire.
- Want to list school events that will have speakers and lights
- Every Second Counts – two ways out.
- Snow Emergency?
- Deadlines: ARTICLES TO BE IN BY NOVEMBER 1.

### Newsletter Subcommittee Structure:

- Andrew to collect articles/set deadline expectations
- Andrew forwards to Sarah for Editing
- Sarah forwards to Chris for Copy Editing
- Chris to forwards to Bob for Layout
- Bob gives to Julie for Print
- Matt takes to Post Office/Cuts check for postage.

### December Newsletter Deadlines:

- Andrew to collect articles/set deadline expectations, Articles in by October 31<sup>st</sup>.
- Andrew forwards to Sarah for Editing, October 31<sup>st</sup>.
- Sarah forwards to Bob for Layout, November 17<sup>th</sup>.
- Bob gives to Julie for Print,
- Matt takes to Post Office/Cuts check for postage.

### **Article Assignments (Due October 31<sup>st</sup>, 400 word limit):**

- |                                    |                |
|------------------------------------|----------------|
| • Fire Safety:                     | Andrew Smith   |
| • Luminaries:                      | Andrew Smith   |
| • Dinner Dance:                    | Sarah Froelich |
| • Historic Preservation:           | Pam Spoor      |
| • Mayor's Message:                 | Mayor Mattone  |
| • Halloweenie and Pumpkin Parade:  | Jason Reser    |
| • Open Gov and/or PPH as possible: | Jason Reser    |

**Adjourn.**

minutes, Jason:

I made some date adjustments below, they're highlighted in blue. Do we also want to place a call for newsletter submissions on the city website?

On Wed, Oct 11, 2017 at 11:24 PM, Jason Reser <[jreser@parkhillsky.net](mailto:jreser@parkhillsky.net)> wrote:

Here's the minutes. I left at least one mistake, see what you can find.

**Be aware:**

Typical Newsletter Subcommittee Structure:

- Andrew to collect articles/set deadline expectations
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- Chris to forwards to Bob for Layout
- Bob gives to Julie for Print
- Matt takes to Post Office/Cuts check for postage.

December Newsletter Deadlines:

- Andrew to collect articles/set deadline expectations, Articles in by **October 30<sup>st</sup>**. **Nov 1.**
- Andrew forwards to Sarah for Editing, **November 1<sup>st</sup>**. **Nov 6.**
- Sarah forwards to Bob for Layout, **November 17<sup>th</sup>**.
- Bob gives to Julie for Print **November 27?**
- Matt takes to Post Office/Cuts check for postage. **November 28<sup>th</sup>**

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