

**City of Park Hills Communications Committee
Minutes for Wednesday, September 19, 2019
City Building, 2nd Floor**

Chair: Sarah Froelich **Co-Chair:** Wesley Deters

Members present: Sarah Froelich, Chris Willig

Non-members present: Kathy Zembrodt, Helen Heil

Members absent: Wesley Deters, Bob Amott, Mark Cooper

Meeting convened at 7:05 PM.

Since we didn't have a quorum, Mr. Willig, Mayor Zembrodt, Ms. Heil, and Ms. Froelich discussed the following topics.

- Ms. Zembrodt to manage the next city newsletter.
- Mr. Willig to work on setting up an Instagram account for a test that the city could use in the future.
- Ms. Zembrodt to look into providing Ms. Froelich with admin capabilities for the city website.

Meeting adjourned at 8:35 PM.

Proposed Next Steps

- Follow up with NKOL about website and social. Invite them to attend a future meeting.
- Chris to follow set up Instagram account, make posts during the City Picnic, and share results at our next meeting.
- Draft a social plan that includes admin suggestions.
- Consider expanding social capabilities for the city.
- Consider expanding on branding for the city.

If anything in these meeting notes does not coincide with your interpretation or recollection of the events, please contact the author at your earliest convenience.

Sarah Froelich

cc: All Present, committee, File