

TOWN OF CHATHAM

COMMITTEE MEETING NOTES

- **COMMITTEE:** Communication Committee
- **MEETING CHAIR:** Kevin Weldon
- **DATE:** October 15, 2019
- **TIME:** 1:00PM
- **LOCATION:** Town Hall, 488 SR 295, Chatham, NY

- **COMMITTEE MEMBERS PRESENT: (5)**
 - Kevin Weldon/Co-Chair, Maria Lull, Tammy Shaw, Beth Anne Rippel, Jesse Ortiz
- **COMMITTEE MEMBERS ABSENT: (1)**
 - Jim Dunavin, Melissa Pollack, David Rubel
- **OTHERS PRESENT: (0)**

- **CALL TO ORDER:** Meeting called to order at **1:00PM** by Kevin Weldon, Co-Chair.
 - Kevin Weldon/Co-Chair announced the resignation of Jim Dunavin/Co-Chair from the Communications Committee.
- **APPROVAL OF PAST MINUTES:** None
- **GUEST SPEAKER/PRESENTATION:** None

- **OLD BUSINESS:**
 1. Update by Jesse Ortiz and Maria Lull on progress for new Telecom system/carrier for Town Hall.
 - *Discussion: Jesse Ortiz will send Rick Juliano/County IT another email for status.*
 2. Email “blast” list. Next step to take and when (verification of email addresses) When to utilize list?
 - *Discussion: Add a “Subscribe” link to Notice pop up box on website. Jesse to get email list from David Rubel/Finance Department. (Master list).*
 3. Town web site management
 - Thanks to Beth Anne Rippel for sending out reminder; verify notification going to Web Admin as well as Town Clerk.
 4. Google Home Hub update:
 - *Discussion: County IT has set up hub to wifi. Jesse Ortiz will schedule a time with Beth Anne/Town Clerk to finish the set up. Jesse will also need to meet with Board members to do voice recognition so that when recording TB meetings the recording will recognize TB member speaking.*

➤ **NEW BUSINESS:**

1. Tammy Shaw/Member had website/facebook questions for discussion within Communications Committee:

- Post meetings in “Notice” popup box. If so, need to update daily and/or weekly.

Discussion: Meetings are posted on calendar. Anything special should be posted in Notice box.

- Notice Box and Announcement page: Should post Legal notices, public notices, special meetings, committee & employment vacancies, etc.?

Discussion: All agreed. Webmaster will begin posting as he receives.

- Link agenda to meeting on calendar; should continue as when Town Clerk did when managing website?

Discussion: All agreed. Webmaster will begin linking agenda.

- Events/Announcements still showing after event date-should webmaster automatically remove or should person requesting post state run time (from/to) date?

Discussion: All agreed. Departments need to state run times when sending a website post to webmaster.

- Committee Meeting Notes/Minutes: Status and will TB request committees to post?

Discussion: Tammy Shaw created a “committee minutes” template for committees and Kevin Weldon emailed to all committee chairs back in August. Maria Lull will discuss with Town Board.

- Town Documents; Residents would like to see a Town Documents page to make easier to find items. (Manuals, policies, procedures, ecode, comp plan, Water Reports, Ag reports, etc.)

Discussion: All agreed. Webmaster will meet with Beth Anne Rippel/Town Clerk and Tammy Shaw/Budget Officer to go over what items should be moved to this location.

- Website search engine on website does not work.

Discussion: Do we really need? Remove it. Webmaster will remove.

- Website to Facebook: What should be linked? Announcements & Meetings?

Discussion: All agreed. Webmaster to link to facebook.

➤ **NEXT MEETING:**

1. **Next Meeting:** Tuesday, November 12, 2019 @ 1:00PM @ Chatham Town Hall

➤ **ADJOURNMENT:**

- Meeting ended at 1:40PM.

Respectfully Submitted By,

Tammy Shaw/Member, October 15, 2019
(Name) (Date)