

COMMUNICATIONS COMMITTEE MEETING

February 4, 2020

Meeting starts at 6 PM

Read minutes from the last meeting

It may be beneficial to develop a timeframe for producing and distributing minutes for review.

Discussion: Minutes should be distributed via email to committee members to identify issues, when possible, within 5 to 7 days after the meeting. If there is no response by committee members within 48 hours, then it should be assumed a non-response is an "Approval." Once there is a majority approval, minutes are then sent to Tammy and Beth Anne for posting on the website within 14 days of the meeting, per NYS law. Once committee chairs have access to their specific pages on the town site, they are responsible for making sure all minutes and agendas are posted in a timely manner.

Website: Issues with emails on the website have been fixed. Proposed zoning box has been changed to announcements. Once edits to the website are complete Tammy will enable one person from each committee the ability to update their committee page. Access will be restricted to that page only.

Jessie is no longer the web administrator for the town website. He will no longer receive emails at the webadministrator@chathamny.us account. Jesse will receive communication committee emails to his personal email account.

Would it be beneficial to have documents located within pages on the website as well as within the town documents section? It was determined that it would be beneficial to have documents in both places.

Do we have the ability to use eNotify and Newsletters through Revize? Tammy will find out.

Discussion: Updating the recreation department section of the website with current events at Crellin Park. Possible "Crellin Park" link on the home page sidebar. Further discussion is needed. John to reach out.

It was determined that discussion of the website will be a standing item in communications committee meetings moving forward.

Facebook: Tammy has been working on the town Facebook page. Engagement has gone up. She will continue to work on creating material and obtaining photos to use in posts. Facebook posts will be municipal or related to community organizations (such as the fire department). Town announcements will be posted first to the website before being shared on social media.

Video: The feasibility of live streaming public meetings was discussed. Research and further discussion is needed.

Voiceover to print: The feasibility of using Google technology to transcribe meetings was discussed. Research and further discussion is needed.