



MINUTES

Communications Commission

Chagrin Falls Village Hall | 21 West Washington Street | 440-247-5050

Wednesday

February 5, 2020

5:30 PM

Present: Jan Evans, Andrew Rocky, Angela DeBernardo, Harry Edwards

Meeting Called to Order: 5:31 pm

Project Timelines

- a) Website - will begin review at April meeting and complete recommendations to administration in the Fall.
- b) Newsletter- begin production of first newsletter now with goal of distribution in April
- c) Your911 - no timeline set
- d) Social Media Policy- no timeline set

Email Newsletter

- 1) Discussed distribution methods.
 - a) Jan Evans will speak with Katie about water bill
 - b) Harry Edwards suggested limiting labor commitment of staff
- 2) Discussed content creation
 - a) Jan Evans will present a template and suggested content at March meeting

Your911

- 1) Harry Edwards will invite representative to next meeting to discuss new features

Social Media Policy

- 1) Angela DeBernardo distributed [sample policy](#) from IMLA for comment at March meeting.

March Meeting will be on March 4th at 5:30 pm.

Meeting Adjourned: 6:30 pm