

STILLWATER TOWNSHIP COMMUNICATION COMMITTEE

MEETING MINUTES

January 31, 2018 – Town Hall – 7:00 PM

PRESENT: Town Board Supervisor/Chairperson Jackie Garofalo, Park Members Vanessa Barvels and Lori Meyers. Newsletter Editor Megan Meyers and Community Member Kimberly Cole. Clerk Kathy Schmoeckel and Deputy Clerk Barbara Riehle.

REGULAR MEETING

1. **AGENDA** – Moved to adopt the agenda as written. Schmoeckel/Barvels M/S/P
2. **MINUTES** – Moved to approve the 10/16/17 meeting minutes as written. Barvels/M.Meyers M/S/P

3. **NEWSLETTER** –

The following Ideas for the newsletter were discussed:

- Annual Meeting – Date is set for Tuesday, March 13, 2018.
- Levy – Clerk Kathy Schmoeckel will provide information to M. Meyers.
- Recycling Insert – Information on curbside services and in our Parks.
- Code Red – This informational tool has been well received. Link to sign up.
- Member seats – There is a Park Committee seat available. Also, the Communication Committee would like another community member at large to offer another perspective.
- Hard Copies – To meet the community interests, the committee decided to bring back a Newsletter “Hard Copy (Direct Mail)” 1x/year. This copy will also be made available digitally. M.Meyers will look into cost per copy in black & white.
- Social Media – The use of digital media is being utilized. “Like” Stillwater Township on Facebook.
- Photo Contest - Deadline extended to April 30th.
- Tree Trust – Bio and info on upcoming project. Donations?
- Dog Licenses – Fee changes. M. Meyers to check with Kathy Nelson.
- Spring Clean Up – Coming in May.
- Tire Recycling – MN Mosquito Control event. Details to come.
- Picnic – August 12 – Further info on future newsletter.
- Other Ideas – Discussion of ideas for future editions.

4. **WEBSITE**

- Google Analytics – Power Point Presentation at Annual Meeting. Deputy Clerk Barbara Riehle will provide the information to L. Meyers for the slides.
- Representatives– Lori Meyers will represent the Park Committee and the Communication Committee at the Annual Meeting. Kathy Schmoeckel will ask the Planning Commission who will step into this position.

5. **OTHER BUSINESS/NEW BUSINESS**

- ❖ Banner – Annual Meeting Notification should go out 2 weeks prior to the meeting.
- ❖ Policies, Procedures and Reporting– The “Channel Guide” was briefly discussed. There will be further discussion at a future meeting.

6. **NEXT MEETING** – May 2018.

7. **ADJOURNMENT** – The meeting was adjourned at 8:00PM.

Submitted by: Deputy Clerk Barbara Riehle