

STILLWATER TOWNSHIP COMMUNICATION COMMITTEE

MEETING MINUTES

May 21, 2018 – Town Hall – 7:00 PM

PRESENT: Town Board Supervisor/Chairperson Jackie Garofalo, Park Members Vanessa Barvels and Lori Meyers. Newsletter Editor 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 (5 ayes)
2. **MINUTES** – Moved to approve the 01/31/18 meeting minutes as written.
Schmoeckel/Cole M/S/P (5 ayes)

3. **NEWSLETTER** –

The following Ideas for the newsletter were discussed:

- **Newsletter Editor**- Kimberly Cole was introduced as the new Newsletter Editor. She will look into obtaining the most advantageous and cost-effective software program to purchase. Username/passcodes will be shared with her as needed for newsletter work.
- **Format** – This next newsletter will be in digital color. The deadline is July 22nd. Ms. Cole suggested ways to allow different formatting to work best through email and other forms of communication.
- **Alert**- An email blast and Code-Red alerts will go out.
- **Social Media**- Facebook and Next-Door Stillwater are the two social media sites that are posted to from Stillwater Township personnel. Information was shared with Ms. Cole to get connected to Facebook as an administrator. She will look into the details of this. Next Door Stillwater is posted to by Supervisor Jackie Garofalo as necessary.
- **Picnic**- The event this year will be Sunday August 12th from 12-3PM. Details will be provided after the Park Committee meets June 11th.
- **Election/Candidates** - Two Supervisor seats are up. Filing window is July 31-August 14.
- **Benches** – Otto Berg Park will be installing 3 new benches; 2 from SHIP grant and the other was donated by SCVAA.
- **Tree Trust Project**- Article and picture.
- **Photos**- Submittal deadline is finished. Residents will be contacted.
- **Comprehensive Plan**- Approved.
- **Dog License Fee Changes**- Steve Nelson will have specific information.
- **Clean Up Day**- Supervisor Jackie Garofalo will share results to the Newsletter editor for the newsletter.

- Recycling Insert – Supervisor Jackie Garofalo will meet with Ms. Cole separately to get this insert organized.
- Member seats – There is a Park Committee seat available. Also, the Communication Committee would like a community member at large to offer another perspective.
- Other Ideas – Discussion of ideas for future editions.

4. WEBSITE

- Website Updates/Pictures – Committee members are encouraged to check periodically and suggest changes or updates to the website.

5. OTHER BUSINESS/NEW BUSINESS

- ❖ Policies, Procedures and Reporting- There will be newsletter deadlines added to the Matrix. There will be additions and further discussion at a future meeting.
- ❖ Website Icon- Lori Meyers reported the Facebook icon on the website is not working. Deputy Clerk Barbara Riehle will look into this.
- ❖ Picnic Apparel- The Committee like the idea doing something other than t-shirts. Hats were discussed. Park Member Lori Meyers will look into details on this.

6. NEXT MEETING – September 2018.

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

Submitted by: Deputy Clerk Barbara Riehle