

Present: Lynn Kier, Greg MacKenzie and Tricia Sloan

Absent: Edna Freier and R. Jean Ruth

Also Present: Village Clerk/Assistant Manager, Ellen Marshall  
Council Liaison, Walter Briggs

Council liaison Briggs called the meeting to order at 7:30 p.m.

Briggs explained that this will not be considered an official meeting due to the lack of a quorum. The Communications Committee was established by Council as a seven-member body, meaning that four members constitute a quorum. Five members have been appointed to the Committee to date; three members are present. Briggs related that consideration will be given to reducing the Committee to five members.

Board members introduced themselves and talked about their background and interest in serving on the Communications Committee. A suggestion was made to select a different meeting day, which will be considered at the next meeting when a quorum is present.

There followed an informal discussion on the purpose and scope of the committee. Briggs commented on existing communication tools utilized by the Village including the website, annual informational calendar, quarterly newsletters, the weekly news update sent via the GovDelivery email service, and the Beverly Hills Facebook page. There is a link on the website to the Village's Michigan Dashboard and Citizen's Guide. These are tools designed by the State of Michigan to make local government more transparent and user friendly. A charge of the Communications Committee will be to review content and consider what other information or messages members would like to see distributed to the citizens as well as the best way to communicate that material. Recommendations from the Committee would be forwarded to Council or Administration.

The goal of the first official meeting will be to discuss and establish communication strategies. A major undertaking will be redesigning the Village website to make it more user friendly. Briggs addressed questions from the members including the issue of public record and records management, meeting structure, conducting work outside Committee meetings, the Village Facebook page, watching and recording Council meetings at home, website redesign, community involvement, and electronic delivery of newsletters and meeting packets.

The next Communications Committee meeting is scheduled for July 5. Due to the July 4 holiday, consideration was given to changing the meeting date so that all five members could attend. The three members present tonight are available on July 5; the two other members will be contacted.

The meeting was adjourned at 8:18 p.m.