

Present: Chairperson Lynn Kier; Members: Edna Freier, Greg MacKenzie and R. Jean Ruth

Absent: Tricia Sloan

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. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

### **ELECT CHAIRPERSON AND VICE CHAIRPERSON**

Briggs opened the floor to nominations for the office of chairperson. MacKenzie nominated Lynn Kier to the position of chairperson of the Communications Committee; Kier accepted the nomination. There were no further nominations. Lynn Kier was elected chairperson by acclamation.

Ruth nominated Tricia Sloan for the position of vice-chairperson. There were no further nominations. Tricia Sloan was elected vice-chair by acclamation.

### **REVIEW AND CONSIDER MEETING DATES**

There was discussion at the June meeting regarding changing the regularly scheduled Committee meeting date for the reason that Tricia Sloan had a conflict with the first Thursday of the month. Sloan was not present at tonight's meeting to suggest an alternate date. The members in attendance indicated that they were available on the first Thursdays of the month.

Motion by Kier, second by Freier, that the Communications Committee meet on the first Thursday of each month.

Motion passed.

Kier will contact Sloan about the meeting date. Consideration of an alternative meeting date could be discussed at the next meeting if necessary.

### **REVIEW AND CONSIDER COMMUNICATION STRATEGIES**

Briggs reviewed a document entitled "Communication Strategy Discussion" with the Committee. He suggested that members consider the material contained in the handout and decide on a recommended communications strategy at their next meeting.

Briggs talked about the current means of communicating with Village residents. Comments and questions on existing methods of reaching out to people were addressed by Briggs and Marshall. The goal indicated in the material was to develop a strategy to ensure consistent communications and increased participation from Village residents. Other topics outlined in the document were Emergency Communication; Communication of Council Decisions; Village Performance; Community Events; Audience; Communication Tools/Costs; and Projects.

Council will be looking for input from the Committee on the efficiency of communication tools currently used and whether members have additional thoughts and suggestions. Briggs commented that he would like the Committee to be the focus group for a Village website redesign.

Kier suggested that Committee members review the “Communication Strategy” document during the next month in preparation for a discussion of ideas and recommendations at the next meeting.

**PUBLIC COMMENTS**

Resident Andrea Briggs thanked everyone for devoting their time to this Committee.

**LIAISON COMMENTS**

Briggs commented that Committee members should feel free to call or email him with any questions. He mentioned that Council agreed to the group’s recommendation to reduce this body to a five-member committee.

**ADMINISTRATION COMMENTS**

None

**COMMITTEE COMMENTS**

Kier asked if there were any restrictions on discussion or meetings outside of monthly Committee meetings. Briggs responded that no more than two members can meet to discuss committee business. A meeting of three members of the Communications Committee would represent a quorum, and that meeting must be posted. Email communication is appropriate. Marshall noted that emails pertinent to Communications Committee business are subject to the Freedom of Information Act (FOIA). Meetings are held in the Beverly Hills municipal building.

The meeting was adjourned at 8:21 pm.