Present: Chairperson Lynn Kier; Members: Greg MacKenzie, R. Jean Ruth and Tricia Sloan

Absent: Edna Freier

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

Chairperson Kier called the meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

REVIEW AND CONSIDER APPROVAL OF MINUTES OF A REGULAR COMMUNICATIONS COMMITTEE MEETING HELD AUGUST 2, 2012

Motion by MacKenzie, second by Ruth to approve the minutes of a regular Communications Committee meeting held August 2, 2012.

Motion passed.

REVIEW AND CONSIDER MEETING DATES

Due to a scheduling conflict, one member cannot attend meetings on the first Thursday of each month. There was discussion regarding changing the regularly scheduled Committee meeting date.

Motion by Ruth, second by MacKenzie, that the Communications Committee will begin meeting on the second Thursday of each month in November 2012. The October meeting will remain on the first Thursday, October 4.

Motion passed.

REVIEW AND CONSIDER COMMUNICATION STRATEGIES

At the August meeting, members reviewed the Communications Strategy that was discussed and presented by Council member Briggs.

Motion by Ruth, second by MacKenzie, to recommend that Council formally adopt the Communications Strategy as written.

Motion passed.

This will be presented to the Village Council at their meeting on September 18, 2012 so that the Communications Committee can delve into the strategy in more detail.

PUBLIC COMMENTS
None.

LIAISON COMMENTS

None.

ADMINISTRATION COMMENTS
None.

COMMITTEE COMMENTS
Discussion took place regarding the division of responsibilities among members once they begin looking at the Communications Strategy in detail. Members also discussed websites and information that could be contained on the Village website. Members questioned if there was information that could be included on the Village website to reduce the number of calls to the office.

The meeting was adjourned at 8:02 pm.