

VILLAGE OF MCFARLAND
Communications & Technology Committee Minutes

Tuesday, June 26, 2018 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Meeting called to order at 6:06 p.m. by Chair Stephanie Brassington in Conference Room A at the McFarland Municipal Center.

Members Present: Jonathan Daugherty, Ella Tschopik, Shaun O'Hearn, and Stephanie Brassington

Members Absent: Mike Dunn, Brian Rodeck, Devoin Ruffin, and Michael Shumway

Staff Present: Administrator Matt Schuenke, Communications Specialist Stephanie Miller, and Technical Specialist Andrew Day

2. PUBLIC APPEARANCES.

No public appearances.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the April 24, 2018 meeting.

Motion by Jonathan Daugherty and second by Ella Tschopik to approve the minutes with the following changes: correct spelling of Ella Tschopik's name.

4. BUSINESS.

a. Discussion and possible action regarding the Village's website redesign

Motion by Shaun O'Hearn and second by Stephanie Brassington to reengage the designer with the changes discussed.

b. Discussion and possible action regarding the development of a Communications Plan

The Committee discussed current communication avenues and provided direction to staff for the creation of a Communications Plan.

c. Discussion and update regarding the Communications & Technology Department.

Administrator Matt Schuenke informed the Committee on the current status and future plans of the Communications & Technology Department.

d. Discussion regarding the paperless packet system.

Committee members provided feedback on their experiences with the paperless packet system,

5. Staff Reports

a. Communications Specialist Report

Stephanie Miller reported on changes to Facebook, the Village's Instagram like-count and the analytics that are now available because of it, and the department's new business cards.

b. Technical Specialist Report

Andrew Day reported on the paperless meeting system Microsoft Surface setup as well as the Sundaes on Thursdays coverage.

6. SCHEDULE NEXT MEETING DATE.

a. Next meeting: July 24, 2018 at 6:00 p.m.

7. ADJOURNMENT.

Motion by Stephanie Brassington and seconded by Shaun O'Hearn to adjourn at 7:25 p.m.