

VILLAGE OF MCFARLAND
Communications & Technology Committee Minutes

Tuesday, July 24, 2018 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

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

Members Present: Johnathan Daugherty, Shaun O'Hearn, Devoin Ruffin, and Stephanie Brassington.

Members Absent: Mike Dunn, Brian Rodeck and Ella Tschopik

Staff Present: Administrator, Matt Schuenke, Communications Specialist, Stephanie Miller, and Interim Director, Andrew Day.

2. PUBLIC APPEARANCES.

No public appearances.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the June 26, 2018 meeting.

Motion by Jonathan Daugherty and second by Shaun O'Hearn to approve the minutes of the June 26, 2018 meeting. 4-0-0

4. BUSINESS.

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

No updates from developer. No action needed.

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

Discussion only. No action needed.

c. Discussion and possible action to make a recommendation to the Personnel Committee regarding the Communications and Technology Director including consideration for the position description, status, and permission to fill the vacancy.

Motion by Shaun O'Hearn and second by Stephanie Brassington to recommend to the Personnel Committee the updated Communications & Technology Director position description with the hours being full-time. 4-0-0

5. Staff Reports

a. Communications Specialist report

Stephanie Miller reported on new data plan for department and utilizing it for events and live postings. Social media push on upcoming election(s), TDS information, Sundaes on Thursdays, recent Library events, and fall sports, in particular, soccer commentator.

b. Director report

Andrew Day discusses Village Board bio section for website and moving forward with gathering emails for a future list to communicate.

6. SCHEDULE NEXT MEETING DATE.

a. Next meeting: August 28, 2018 at 6:00p.m.

Next meeting to take place on August 28, 2018 at 6pm in Conference Room A at the McFarland Municipal Center.

7. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Shaun O'Hearn, to adjourn at 7:36PM. 4-0-0

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
STEPHANIE R MILLER
COMMUNICATIONS SPECIALIST