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Communications Committee Minutes for Feb. 23, 2016

Present: Chair Lynn O'Brien, Communications Coordinator Angela Sykora, Ela 55+ Director Susan Dillon, Assessor John Barrington, Administrative Assistant Heidi Michel, Community and Family Services Office Manager Nikki Bilbrey

New Business:

March Email Newsletter—Discussed topics to include in the blast such as early voting, Spring Expo, scholarship application, youth services spring break camp and polar plunge.

Old Business:

Resident Guide—Status update included discussion of how many copies to have printed, as the guide will not be mailed to households; what type of paper to use; how long it will take to print (needs to be ready for Spring Expo); and final editing, corrections and content that are still needed.

Spring Expo—Nikki brought examples of possible decorating ideas from Pinterest including rainbow-colored streamers, broomstick, pot of gold, etc. Committee discussed what materials could be used for decorating the booth, including the "yellow brick road" bricks that residents and township officials and staff can use to write township testimonials. It was suggested photos of township buildings, services and program could also be included in the yellow brick road along with a photo collage on a TV screen. Booth will also include prize give-away (guess the candy jar for kids, pot of gold prize for adults who sign-up for the newsletter). Reminder to create a sign-up sheet for township staff and officials to be present at the expo.

Next Communications Committee meeting will be held at 10 a.m. on March 29, 2016.