Meeting Minutes

Media and Communications Committee

Location: Fire Conference Room

3:30 p.m., Wednesday, July 1, 2009

1. **Welcome and Introduction.** Chairwoman Nancy Gardner convened the meeting at 3:30 p.m. The following persons were in attendance:

Committee Members

- Council Member Nancy Gardner (Chair)
- Mayor Pro Tem Keith Curry
- Council Member Steve Rosansky
- Don Boortz

Absent Committee Member

- Dan Wampole

City Staff

- Tara Finnigan, Public Information Manager
- Marilee Jackson, Public Information Officer
- Cathy Wolcott, Part-Time Deputy City Attorney
- Paul Malkemus, IT Manager

2. **Approval of Minutes**

The April 22, 2009, minutes were approved.

3. **Public Comments**

No Comments.

4. **Discussion Items –**

Website Policy

Ms. Finnigan said she would like the website policy to go to City Council at the second meeting in July.

Ms. Wolcott distributed a revised draft of the proposed website policy and the committee discussed the changes. Ms. Wolcott provided further explanation about the policy section related to external links.

New Website Review

Ms. Finnigan introduced Deborah Shaw, a local marketing consultant who specializes in technology related information design. Ms. Shaw talked about naming conventions for websites.

The committee discussed the various websites maintained by the City and expressed an interest in eventually having all departments under the main website.

5. <u>Other Business</u>

None

6. <u>Items for Next Agenda</u>

- Wait until items come up.

7. <u>Adjourn & Set Next Meeting Date</u>

The meeting was adjourned at 5:00 p.m. The next meeting is set for Wednesday, September 9th.