



## **Minutes of the Barrington Hills Village Communications Committee Meeting Number 1, August 9, 2005 Final**

Chairman Beth Mallen called the first meeting to order on August 9, 2005, at 6:30 p.m. in the Barrington Hills Village Hall Training Room.

### **1. Roll Call of Members**

Present:

Beth Mallen, Chairman  
Nikki Panos, Member  
Lucinda Hanover, Member  
Barbara Kemp, Member  
Maureen Prettyman, Member  
Vicky Kelly, Member

Walter E. Smithe, Village Trustee Sponsor  
Bob Kosin, Village Administrator, Sponsor

Absent:

Dan Mjolsness, Member

### **2. Organization**

- Everyone was introduced. Walter Smithe will provide guidance as the Village Board Sponsor. Bob Kosin will provide support as the long standing Village Administrator. First order of business, Bob provided guidelines for official public meetings. Two members can meet one on one; three members cannot meet and four constitutes a quorum and can meet officially on the business of the committee. We cannot broadcast email to "all." All meeting information becomes public record.
- Beth Mallen provided handouts, the Proposal from Bob Abboud, the Village President, to the Village Board with the purpose of the new Communications Committee and a list of items for our initial consideration. That proposal was voted upon at the last village meeting. The Committee is in effect until May 2006. Walter Smithe will report on our activities at the Village Public Meetings, and if required, in Executive session. The Village Board will approve all outgoing communications.
- Beth Mallen is the Board appointed Chairperson. Beth requested volunteers for Vice Chairperson and Recording Secretary. Nikki Panos agreed to serve as Vice Chairperson and Barbara Kemp agreed to be Recording Secretary.

- Day and Time of Meetings: The 4<sup>th</sup> Monday of each Month at 6:00 p.m., next meeting to be held on August 22, 2005 in the Village Training Room. Meeting dates and times are aligned with the Trustees Monthly meeting schedule.

### 3. Mission

Beth led the team through a review of the April 13, 2005 Abboud letter. We discussed using the Purpose Statement as the working Mission Statement for the night's initial discussion.

***“Purpose: The purpose of this Committee is to substantially increase communication of information from the Village government to the residents of Barrington Hills. Additionally the Committee will develop and improve mechanisms of communication from residents to the Village Trustees and the Village Hall.”***

This was put forward as a motion by Lucinda and seconded by Barbara. Motion Approved (6-0-1)

### 4. Specific Efforts - Projects Newsletter Trustee Alignment

Beth opened discussion on the twelve (12) Specific Efforts listed in the Abboud letter. She emphasized an early order of business will be a monthly Newsletter which lets residents know the Committee is in place, to open dialog about upcoming Village activities, and to provide Barrington Hills a stronger and more cohesive sense of Community. The members discussed how to align themselves with at least one primary and one secondary Trustee to become their “Reporter(s).”

Beth provided a second handout which shows the Trustees and their Committees. Tentatively members volunteered to support at least one Trustee each in the following way. This will be discussed further and a formal vote taken at the next meeting.

Trustee Name	Village Responsibilities	Communications Reporter Volunteer 1	Back-Up
Walter E. Smithe	Finance	Dan Mjolsness	TBD
Julie McKevitt	Roads and Bridges	Lucinda Hanover	TBD
Fritz Gohl	Public Safety	Nikki Panos	TBD
George Schueppert	Building/Zoning/Insurance	Maureen Prettyman	TBD
Ted Horne	Health / Environment Building/Grounds	Vicky Kelly	TBD
Steve Knoop	Planning	Barbara Kemp	Lucinda Hanover
Robert Abboud	Personnel	Beth Mallen	TBD

Discussion ensued which resulted in grouping the efforts into five (5) Projects in with the Newsletter and Technical issues being of equal importance once Walter Smithe provided insight in the Village Board's sense of urgency. Barbara agreed to begin working the

Technical issues with Walter Smithe immediately. Information will be shared at the next meeting unless there is a need to communicate sooner with the team.

- Monthly Newsletter to Residents
- Web “Look and Feel”
- Town Hall and Public Events
- External Village Relationship Communications
- Technical Services in the Community

Barbara motioned we accept these 5 items as the overarching project efforts. Nikki seconded. Motion Approved (6-0-1)

#### **5. Project to Specific Efforts Mapping**

Vicky made a motion that was amended slightly with concurrence, that we map the twelve (12) Efforts under the Five (5) Projects and agreed to do that mapping for review at the next meeting. Seconded by Nikki. Motion Approved (6-0-1)

#### **6. Mission Re-Visited**

The team moved past the initial agenda. Discussion went back to the Mission Statement. It was generally agreed that the Purpose ~ Mission covered most of the Projects, yet did not address communications to facilitate nationwide and statewide recognition of Barrington Hills commitment to the quality of life, commitment to the land and environment, and understanding of the Village's values. In the interest of time, Lucinda Hanover agreed to review the Mission statement and bring back a recommendation for discussion for the next meeting.

#### **7. Dismissal:**

Beth Mallen entertained a motion for dismissal at 7:55 p.m. Walter Smithe congratulated the Committee on getting so much accomplished the first meeting. The next meeting is on Monday, August 22, 2005, at 6:00 p.m. Lucinda so motioned and Maureen seconded. Motion Approved (6-0-1).

Meeting Adjourned

**Approved: August 22, 2005 (6-0-1)**  
**Communications Committee Meeting 1**  
**August 09, 2005**