



Minutes of the Barrington Hills Village

Communications Committee Meeting

January 11, 2010

**5:30 p.m.
Training Room
VILLAGE HALL
112 Algonquin Road**

Final

1. Organizational

1.1 Call to Order

In Chairman Linda Fox's absence, Vice Chairman Barbara Kemp called the meeting to order on January 11, 2010 at 5:49 p.m. in the Barrington Hills Village Hall.

1.2 Roll Call

Communications Committee

Present

Barbara Kemp, Vice Chairman
Pamela Cools, Recording Secretary
Victoria Kelly
Debbie Stone

Mike Zachar

Absent

Laura Ekstrom
Linda Fox, Chairman

Village Representatives

Fritz Gohl, Trustee

Robert Kosin, Village Administrator
Sarah Kenney, Planning & Zoning
Coordinator

1.3 Approval of Minutes

Approved December minutes as submitted. Motion by Victoria Kelly, and seconded by Debbie Stone.
Approved 5-0-0.

2. Reports from the Village –

Fritz Gohl

- President Abboud is rewriting his article for the February newsletter; it should be done tomorrow.
- The patrol officers from the Police Department have filed to form a union.

Robert Kosin

- This is the first month for all Village Board, commission and committee members to be using their barringtonhills-il.gov e-mail addresses exclusively for all village-related communications. Anyone having problems with using their account should contact Sarah Kenney.
- The committee should continue to remind residents that they need to have a landline telephone for 911 calls. Landline success rates are superior to cell or cable connections.
- CFC will be holding a program later this month about co-existing with coyotes.

Sarah Kenney

- There is a new Dreamweaver training course being offered by Adobe in Chicago. Any interested members should contact Sarah for details.
- Pamela and Barbara requested that a designated email address for direct comments and submissions to the committee be established – perhaps communications@barringtonhills-il.gov. Bob Kosin said he would look into it.

3. Old Business

3.1 Committee E-mail Accounts – Sarah Kenney

3.2 Twitter Review – Pamela Cools

- Currently, we have over 60 followers, we are following 22 groups, and have issued over 130 tweets.
- As a result of the portal being activated, Pamela has removed the url link to vbhcomm.info on our Twitter page.
- There is a new service we might consider using. It is called shmap it , and it can provide map links to locations that we announce in our tweets. Pamela will continue to research and report back to the committee.
- Sarah has notified Pamela that Twitter is subject to FOIA, however, all tweets are already fully public. Pamela has agreed to create a monthly summary report to the village on Twitter activity including such information as any blocked users and the reasons for their blockage. Bob Kosin also requested that the report include bit.ly statistics and data which will list shortened urls in their long form.

3.3 Census – Victoria Kelly

- Vicki is working on an article for Quintessential Barrington magazine, and is contacting churches and schools for announcements in their bulletins.

- Pamela has a census article prepared for the newsletter which will include a sample questionnaire.
- Vicky will be attending a Census Bureau Open House in Palatine this week.
- A postcard mailing will be sent to all residents on March 1st to urge full participation. Census forms are scheduled to begin arriving in mid March.

3.4 Newsletter – Pamela Cools

- Work on the winter issue is progressing well, with most articles have been received, with exception of President's. Pamela expressed her appreciation for Fritz's assistance with numerous follow-up phone calls to board members who missed the January 1st article deadline.
- She has discussed with both Linda and Fritz the need to increase the length of this issue to 8 pages to allow inclusion of the sample census page, as this will be the last issue prior to Census Day -- April 1.
- Pamela has requested budget information from Treasurer Rosemary Ryba, and Roads & Bridges information from Dan Strahan. Once the articles have been written, they will be sent to Rosemary and Dan for their review & approval.
- Pamela asked Bob Kosin for the number of copies needed, and he said he would check and contact Allegra directly. Bob also stated that it is now permissible for the village to collect e-mail addresses of residents wishing to receive their newsletters electronically, rather than by postal mail. E-mail requests should be sent to the Clerk. An announcement of this will be included in the newsletter..
- The next newsletter issue is planned for June 1st.

3.5 New Resident Brochure – Debbie Stone/Laura Ekstrom

- Debbie did not receive any feedback from the members regarding the draft text discussed at last month's meeting.
- In light of the divergent opinions expressed at the December meeting regarding brochure content, Debbie felt that a new approach was necessary to re-focus the goals of the project and likely result in lower costs.
- She has created a list of eight questions for the committee to answer regarding strategy for the project. Members should answer questions 1 & 2 for discussion in February.
- As there were not enough paper copies for all members, Barbara asked Debbie to e-mail everyone the document.

3.6 Website Integration Update

- The next WIP meeting will be held tomorrow. The project is entering Phase II. Among the next action items are proposals for an integrated calendar to work across all three sites.
- Much work has taken place on the new FOIA page.
- Seasonal changes to the portal page will occur on the dates of solstices and equinoxes.
- Barbara asked everyone to continue to check on the accuracy of links and report any website problems that they may encounter.

3.7 Survey

- Pamela presented preliminary summary information for written text responses to the survey. Mike Zachar and Sarah met last Friday to merge all survey coding and text responses before Mike begins analysis.

4. New Business -- none

5. Adjournment

Given there was no new business, Barbara Kemp entertained a motion for dismissal at 7:06 p.m. **The next meeting is on Monday, February 8, 2010.** Motion to adjourn made by Vicki Kelly and seconded by Pamela Cools.

Approved 5-0-0.

Meeting Adjourned

Respectfully submitted,

Pamela A. Cools
Recording Secretary
