

Memo

To: Village President, Board of Trustees
From: Communications Committee Meeting January 22, 2014
CC: Robert Kosin, Director of Administration
Date: January 24, 2014
Re: Newsletter Process Revision

The following from the Communication Committee meeting of January 22, 2014 is the recommended course of action going forward for the Village Newsletters

Format:

Letter from President
General Articles, no authors
Calendar of events
Trustee Assignments and contact info

Process:

Trustees are welcome to submit or request articles for inclusion. Some changes may be made to articles when necessary, including duplicated or contradictory information. In order to create a more cohesive newsletter the article will not have authors.

Newsletter Editors write or recruit writers for additional and requested articles.