

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **SPECIAL COMMUNICATIONS COMMITTEE**

DATE AND TIME: **THURSDAY, SEPTEMBER 1, 2022 2:30 P.M.**

LOCATION: **Online via WebEx**

Join from the meeting link

<https://villageofgermantown.my.webex.com/meet/skreklow>

Join by meeting number

Meeting number (access code): 237 994 723 412

Meeting password: xemwr5

Tap to join from a mobile device (attendees only)

+1-408-418-9388,,25593715099## United States

Join by phone

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- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:** Chairperson Wolter, R. Miller, Kaminski.
- III. **APPROVAL OF MINUTES:** August 26, 2022.
- IV. **NEW BUSINESS:**
 - A. Review of Communication Materials
 - a. Web Content
 - b. Fact Sheet
 - c. Mailer
 - d. Presentation Template

- B. Materials Under Development
 - a. Video
 - b. Social Media
 - c. Other
- C. Process for Future Approvals
- D. Next Steps

V. **SCHEDULE NEXT MEETING:**

VI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State Ex. Rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

Germantown Special Communications Committee:

Meeting Minutes Friday August 26, 2022

1. Call to Order: Administrator Kreklow called the meeting to order at 4:18 PM
2. Roll Call
 - a. Present: Miller, Kaminiski
 - b. Absent: Wolter

Trustee Miller nominated Trustee Kaminski to be President Pro Tem, second by Kaminski. Approved 2-0.

3. Approval of Minutes: Motion to approve by Miller, second by Kaminski, 2-0

4. New Business

- A. Approval of Drafted Messages and FAQs

Made changes to 2nd bullet point under key messages suggested by Trustee Kaminski

Trustee Miller made motion to approve Messages and FAQs, second by Kaminski.
Approved 2-0.

- B. Next Steps

No discussion.

5. Schedule Next Meeting: September 1st at 2:30 PM via WebEx
6. Adjournment Trustee Kaminski adjourned the meeting at 4:23.