

Internal/External Committee Meeting
Tuesday, July 16, 2019

Committee Council members present Chairperson Gail Griffin, Amy Richter, Kathleen Zech, and James Sunderhaus. Other Council present: David Voss and RaeJean Hardig. Residents present: Vicki Auwry, Donald Shide, John Hardig and Deborah Slaughter.

The meeting was called to order at 6:50 pm by Chairperson Griffin. The meeting began with reviewing a list of website upgrades requested by the committee from the meeting held, April 2, 2019, and discussing questions from the Administration on some of the items requested. The list of upgrades requested is attached, and items completed are noted. The Administration had completed some of the updates that had been requested and needed further information/clarification to continue with the committee's requests. After much discussion the topic of the need for a social media marketing professional/Intern was revisited. The Chairperson suggested that before bringing on additional personnel the current staff should be utilized to its fullest capacity. A request was made by the Chairperson to submit additional items the committee would like to see implemented. A list was submitted by Mr. Sunderhaus at the end of the meeting and is included on the attachment.

The meeting was also held to further discuss a social media policy, but due to time constraints that portion of the meeting would need to be discussed at a future date. A question was submitted regarding listing businesses on the website which will be researched and discussed at the next meeting.

The meeting was closed at 7:30 pm.

Respectfully Submitted,
Gail Griffin/Chairperson 

Amy Richter 

Kathleen Zech 

James Sunderhaus 

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Attachment:

Website updates requested:

1. Searchable site –
2. News updates - complete
3. Local organizations listed –
4. Business page (tab listing local business and websites)
5. Photos of events - complete
6. Department updates - in process
7. Posted meeting agendas- complete
8. Email blasts
9. Frequent news updates -
10. Promotion of events - complete
11. Historical Society tab - complete

Additional items requested 7/16/19

1. Police - safety and crime alerts
2. Fire - safety alerts and information
3. Tax Dept. How, when, where and why information
4. Building Dept. – How, when, where and why information
5. MLS link – Cheviot homes
6. Link to schools