

Media Communications Advisory Board Meeting Minutes - 12/12/2016

Attendance: H. David Rassbach, Howard Hoffman, William Carroll, Jim Kravitz, Portia Waller, Greg Waks, Allison Pimm, GlennAnne Chabala, Don Herbert

Guest: – LED Sign Vendor, Bill Clark

7:00PM, Meeting called to order by Howard Hoffman

- I. Pledge of Allegiance**
- II. LED Sign – Community Center**
 - a. Review of possible township parcel locations for another LED sign location
 - b. Review of proposed renderings from KC Sign
 - c. We need to send an update to GlenAnne/Dan regarding the trees planted outside of the community center that will eventually block the line of sight of the sign.
 - d. We need to have the scope of work updated as well as the quote to reflect all line items including design and maintenance.
- III. Township Lines**
 - a. Homer recommended we do not combine so we keep the publication within the weight specs for EDDM (from .17 to .39 a piece)
 - b. Homer proposed a quarterly issue with a contract over the next year
 - c. Allison will get a quote to add in a few postcard announcements a year from Homer
 - d. Allison will get an update from the KOP Bid on advertising with Homer in our publication
- IV. Website Proposal**
 - a. Kim provided us with an update to the consulting agreement which includes dividing the payments by milestones.
 - b. David Rassbach submitted updates to the consulting agreement and Allison will get a revised agreement from Kim
- V. Comcast Franchise Agreement**
 - a. Check being presented to the school board at the next Board of Supervisors meeting
 - b. The Board has been invited to attend
- VI. New Business**
 - a. Weekly Crime Bulletin – Should it include more?
 - b. We have a proposed list of dates for 2017 meetings
- VII. Adjournment - Meeting ended at 8:43 pm**