

## Communication Advisory Committee – Meeting #5

[28 August 2024; 7:00 – 8:30 p.m. at the Plymouth Township Building on Belvoir]

*Note: If possible, please bring any electronic device to the meeting (laptop, tablet, phone) so you can test the electronic version of the survey.*

Time	Activity
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40 mins [7:00 – 7:40]	<b>Final communication survey; review and discussion</b> <ul style="list-style-type: none"><li>▪ Survey test</li><li>▪ Review and discuss final comments</li><li>▪ Confirm date for finalizing last changes (Aug 30?)</li></ul> <b>Distribution plans and timing</b> <ul style="list-style-type: none"><li>▪ Survey link and QR code</li><li>▪ Confirm if timing works for a sewer bill flyer; flyer prep</li><li>▪ Paper copies at GPCC, Pinnacle, Township events; drop boxes</li><li>▪ Yard sign availability; sign prep; responsibility for posting and removal</li><li>▪ Confirm or modify timing (Sept 2 – Oct 18)</li></ul>
45 mins [7:40 – 8:25]	<b>Report outs on the reviews of other municipalities</b> <ul style="list-style-type: none"><li>▪ Each person briefly reports their findings from the review* of at least one additional municipal website. Further:<ul style="list-style-type: none"><li>– CAC members report on any social media they found from both the municipalities they've reviewed</li><li>– CAC members report any additional feedback from reviewing websites of interest, based on the reviews from other members</li></ul></li></ul>
5 mins [8:25 – 8:30]	<b>Wrap-up and close</b> <ul style="list-style-type: none"><li>▪ Next meeting</li><li>▪ Final comments</li></ul>

\* **Objective of the reviews:** Identify communication best practices we might want to replicate in Plymouth. Share what you found that you liked...things that were visually appealing...formats and designs that were user-friendly and easy to navigate...information that draws lots of resident attention...in short, any communication practices, strategies, or formats that are worth considering as part of our communication enhancement plan. Reviews could include websites, social media, and/or any other communications you can access.

<b>Committee Members</b>	
Becky Cosgrave	Resident
Dawn Gaffney	Resident
Sandy Grunfeld	Resident
Chris Manero	Resident
Sonia Pinckney	Resident
Ronald (Rock) Plant	Resident
Al Ronderos	Resident
Stephanie Battaglia Williams	Resident
Karen Weiss	Plymouth Township Manager
Phil Brady / Joanna Sharapan	GPCC Parks & Recreation
Brandon Strong	Plymouth Township IT
Kristin Frederick Leonard	Plymouth Township Council
Lynne Viscio	Plymouth Township Council