

Genoa Township Communication Advisory Committee
February 9, 2023, 6:30 p.m. at Township Hall
MINUTES

In attendance: Leslie Strader, Trustee Connie Goodman, Eleanor Biddulph, John Buckles, Carolyn Greshemer, Matthew Haines
Absent: Kit Carrol

1. Before the formal call to order, Leslie played the 2023 State of the Township video. The consensus was very positive from both a production and content/narration perspective. Trustee Goodman commended Leslie for the evolution of the report from the former reading of a summary to today's high quality video presentation.
2. **Call to order:** The meeting was called to order by John at 6:40 p.m.
3. **Approval of Minutes:** The minutes were submitted for approval. No changes or additions were suggested.

Carolyn motioned to approve, Matthew seconded, the motion was unanimously approved.

4. **Public Comment:** No members of the general public were present to offer comments.

Leslie and John summarized a conversation held just before the meeting with resident Catherine Nelson. Ms. Nelson was invited to attend the committee meeting but declined the opportunity. She has concerns about the new signage being installed at Burnside Cemetery. The old sign was wood and dilapidated. The new sign conforms with signage standards adopted several years ago through Committee work and Trustee approval. The process of approving signage design was reviewed with Ms. Nelson. The final design illustration was also shared. Installation is still in process and will conform with approved standards.

As the committee discussed public comment, it was agreed that a time limit should be in place.

John motioned that the committee adopt a five minute per person time limit with no yielding of one's time to others. Eleanor seconded. The motion was unanimously approved.

5. Discussion Topics:

- *Newsletter:* Trustee Goodman briefed the Committee on the newsletter discussion at the most recent Trustee meeting. Additional research will be done based on a staff member's suggestion that a letter be mailed to every new resident directing them to the website to register for the e-newsletter.

No go forward decision was made about the print newsletter and, for now, it will continue in its current format and frequency.

Leslie shared an old multi-page brochure that used to be sent to residents and will research the possibility of sending that again. The Committee members are asked to review the brochure and prepare to discuss revisions at the next meeting.

- *Historic Township Hall:* The Ohio Facility Construction Commission is featuring our video of the building move on its website. The committee discussed signage for the building. Leslie shared that Historical Marker signage would be covered under the original grant money. Leslie will research the process to obtain that designation.
 - *Website refresh:* Leslie demonstrated the latest website design revisions from Revize. The Committee unanimously agreed that it was a significant improvement from the previous submission. As we went through the site, several needed changes and glitches were identified. Leslie will review with Revize.
6. **Trustee update:** Trustee Goodman reported that the Trustees will be meeting Feb. 27-28 to review applications for committee openings. New appointments will be effective April 1 and committees will elect officers in their next scheduled meeting.

The committee acknowledged that Eleanor's term will end March 31 and expressed appreciation for her participation and recording of the meeting minutes.

7. **Adjourn:** The meeting adjourned at 8:33 p.m. The next committee meeting is scheduled for March 9th at 6:30 p.m. unless the Director and Committee Chair determine the meeting is not necessary.

Eleanor motioned to adjourn, John seconded, the motion was approved.

Respectfully submitted by Eleanor Biddulph, February 16, 2023