

Genoa Township Communication Advisory Committee
August 11, 2022 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 Carroll, Janine Kupko

1. **Call to order:** The meeting was called to order at 6:37 p.m. by Leslie.
2. **Approval of Minutes:** The minutes were submitted for approval. No changes or additions were suggested.

Matt motioned to approve, Carolyn seconded, the motion was approved.

3. **Open issues:** This meeting continued the ongoing website visioning discussion, focusing on user navigation testing of the current website.
 - a. The committee agreed that the purpose of the testing is to have members of the public, representing different segments of township population, test actions on the website and provide feedback to us.
 - b. Leslie created a google form testing guide, collecting test questions and tasks as the discussion progressed. Leslie will send a link to the document once it is finalized. The committee members will instruct users to attempt each task while the committee member documents the path they took, the results, and ask questions about the experience (i.e., ease of use, frustration level, etc.)

After some discussion, the committee agreed that instead of trying to organize onsite group testing as originally planned, each committee member would conduct testing at home with a friend, neighbor, and/or family member and document the results.

The committee will meet September 8 to review the results of the initial testing and determine if more testing is needed. The public testing originally discussed for this date is cancelled.

- c. Leslie reported that she is meeting with Reize August 12 to discuss the website design questionnaire.

4. **Community perspective:** Trustee Goodman reported:
 - a. The Trustees are exploring hiring an attorney to review the Comprehensive Plan and Zoning Resolution. Public comment will be received August 18.
 - b. There is a Zoning hearing on the 19th regarding the condominium community on Big Walnut Rd. The Zoning Committee has recommended approval.

5. **Adjourn:** The meeting adjourned at 8:15 p.m. The next committee meeting is scheduled for September 8 at 6:30 p.m.

Matt motioned to adjourn, Carolynn seconded, the motion was unanimously approved.

Respectfully submitted by Eleanor Biddulph, August 25, 2022