

Genoa Township Communication Advisory Committee
September 8, 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 by John at 6:28 p.m.
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:**

- a. Website organization user experience feedback

The committee reviewed the results of the user experience activity. Specific responses for each of the ten scenarios were traced back through the website so the committee could better understand the steps taken by the user and the feedback provided.

- b. Draft design revision list

Revize (vendor) agreed to add a third level of pages so more in-depth information can be provided by certain departments who wish to add another click level.

Revize returned a draft design of website updates. The committee agreed with Leslie's assessment that it was very similar to our current website. We have three rounds of feedback for revision purposes. The committee provided detailed feedback for Leslie to compile and submit to *Revize* for the first feedback round. The revision request will include our disappointment that many of the items on the initial wish list were not addressed at all, as well as feedback on colors, style, content, design, link placement, etc. Leslie will email images of interior pages to committee members for further feedback.

4. **Community perspective:** There were no comments or questions from the community.
5. **Adjourn:** The meeting adjourned at 8:39 p.m. The next committee meeting is scheduled for October 13 at 6:30 p.m. Looking ahead, the committee will meet in November, skip December and then revert back to meeting every other month in 2023.

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

Respectfully submitted by Eleanor Biddulph, September 12, 2022