



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Kevin Graves • Vice-President –Ashley Porter • Director – Bryon Gutow • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 2, 2022, 3:30 P.M.**

Communications Committee Members

Chair Carolyn Graham

Vice-Chair Michael Callahan

A. ROLL CALL

1. Called business meeting to order 3:30 p.m.
2. Roll Call was taken and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Communications DRAFT Meeting minutes of September 7, 2022.

Vice-Chair Callahan made a Motion to Approve the September 7, 2022, Draft Minutes.
Chair Graham second.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. PRESENTATIONS

None.

E. UPDATES

1. Update on Halloween Candy and Community Center Marketing.

Presented by General Manager, Dina Breitstein,

- The Halloween parade was a success. Three Board members and two staff members were in attendance handing out candy. An advertisement for an upcoming children’s paint night was also distributed along with the candy.

F. DISCUSSION

1. Discussion Regarding Landscape Projects in Town.

Presented by General Manager, Dina Breitstein.

- Staff will add a “projects” button to the website where updates can be posted.

Chair Graham would like to utilize social media and electronic sign board to direct traffic to the website where information will be posted.

Vice-Chair Callahan asked if our website platform offers a “subscribe” function for residents requesting information in certain categories. Staff will look into this option.

2. Discussion with Possible Action to Cancel the January 4, 2023, Standing Communications Committee Meeting.

Presented by General Manager, Dina Breistein.

- Staff will not be available to prepare an agenda the week prior to the January 4, 2023, Standing Communications Committee Meeting due to the Holiday closure.

Committee members agree to the cancellation of the January 4, 2023, Standing Communication Committee Meeting.

G. FUTURE DISCUSSION/AGENDA ITEMS

1. Chair Graham would like to see the electronic sign board utilized more.

H. ADJOURNMENT

1. Meeting adjourned at 3:38p.m. to the next Standing Communications Committee meeting on March 1, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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