



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE COMMUNICATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
WEDNESDAY February 7, 2018  
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING 5:30 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Communications Standing Committee Board Members**

*Chair Chris Steele  
Vice-Chair Bill Mayer*

**A. ROLL CALL**

1. Call business meeting to order 5:30 p.m. – By Vice-Chair Mayer.
2. Roll Call – All present with the exception of Chair Steele.
3. Chair Steele arrived at 5:32 p.m.

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

None

**C. DRAFT MINUTES TO BE APPROVED**

1. November 1, 2017 Standing Communications Committee DRAFT meeting minutes – Approved.

**D. DISCUSSION ITEMS**

1. Rotation of Chair and Vice-Chair for the Communications Committee.  
Chair Steele and Vice-Chair Mayer agreed to retain the status of the current Chair and Vice-Chair.
2. Discussion related to the Town 20th Anniversary.  
Executive Assistant Heintz – Provided the details of the Town 20<sup>th</sup> Anniversary related to the logo, the letterhead, and the SDFL Gold Level of Governance. There was discussion regarding the letterhead and the Town 20<sup>th</sup> Anniversary Logo related to the length of time on our letterhead. The discussion continued regarding the item being presented to the Internal Operations Committee and then presented to the Board, the history of Discovery Bay, and the celebration. The event will be Saturday, June 23, 2018 from 11:00 a.m. to 4:00 p.m. The event will include a community BBQ, free swimming, a jumpy house, and face painting for the kids. There will also be presentations and recognition from the Town Board Members and local dignitaries, movie night in the evening after the celebration, a museum room with the old memorabilia, and sponsorship for the Town banners. There was discussion regarding the Town 20<sup>th</sup> Anniversary Logo for shirts, business cards, and the website. The discussion continued regarding the celebration to include hot dogs, sodas, and additional beverages; possibly to partner with the Lions Club. The Communications Committee recommendation to the Board is to partner with the Lions Club for the additional beverages for the Town 20<sup>th</sup> Anniversary Celebration.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

- Update on the Town 20<sup>th</sup> Anniversary Celebration
- Update on the Stationary Message Board
- Update on the Sign up for Email Updates Notification
- Update on the Google Analytics Webinar for Creating Custom Reports

**F. ADJOURNMENT**

1. The meeting adjourned at 6:02 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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<http://www.todb.ca.gov/agendas-minutes>