



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 May 2, 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**

Communications Standing Committee Board Members

*Chair Bill Mayer
Vice-Chair Chris Steele*

A. ROLL CALL

1. Call business meeting to order 5:30 p.m. – By Chair Mayer.
2. Roll Call – All present.

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

None

C. DRAFT MINUTES TO BE APPROVED

1. February 7, 2018 Communications Committee DRAFT meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Discussion regarding an update on the Town 20th Anniversary Celebration.
Executive Assistant Heintl – Provided an update regarding the Town 20th Anniversary Celebration related to the sponsorship, Veolia preparing the food, Banners (Discovery Bay Boulevard, Newport Drive, Bixler Road by the Post Office, Lakeshore, and Regatta at Porthole), the Event Shirts, Commemorate Pins, Lions Club to serve Beer, and the Discovery Bay Press and Delta Sun Times to run the Ad. There was discussion regarding the Anniversary and History to be placed on our Website.
2. Discussion regarding an update on the Stationary Message Board and Policy.
General Manager Davies – Provided an update regarding the permit for the Message Board, in addition to scheduling a Special Communications Committee Meeting for the Message Board Policy to be presented. There was discussion regarding the setup for the Message Board.
3. Discussion regarding an update on the Google Analytics Webinar for Dashboards and Creating Custom Reports.

Administrative Assistant McCool – Provided the details and handouts regarding the Goggle Analytics Dashboards related to the definitions, Dashboard with a weekly snapshot and a comparison from 2017 to 2018. There was discussion regarding Goggle Analytics related to the time on each page, custom reports with different format. The discussion continued regarding the request for a monthly Dashboard presented to the Communications Committee.

E. FUTURE DISCUSSION/AGENDA ITEMS

1. Message Board Policy.

F. ADJOURNMENT

1. The meeting adjourned at 5:59 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-08-18

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