



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE SPECIAL MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY May 17, 2017
STANDING COMMUNICATIONS COMMITTEE SPECIAL 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 Chris Steele
Vice-Chair Bill Mayer*

- A. ROLL CALL**
1. Call business meeting to order 5:30 p.m. – By Chair Steele
 2. Roll Call – All Present
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None
- C. APPROVED MINUTES**
1. March 28, 2017 Standing Communications Committee DRAFT Meeting Minutes – Approved.
- D. DISCUSSION ITEMS**
1. Update regarding the Permanent Message Board for the Town of Discovery Bay.
Office Assistant Rajala – Provided handouts from Stewart Signs and other details regarding the Permanent Message Board related to the CEQA guidelines, CAL Trans, and the location of the message board. The discussion continued related to the installation cost, permitting, site plans, and the different locations for the message board. The consensus of the Committee is to move forward with the estimates for completing the project; including the site location, the electrical installation and permits; then present to the board with a recommendation from the Communications Committee of a not to exceed cost with contingencies for the purchase of a message board.
 2. Update regarding the quarterly training with Digital Deployment related to Emails Bundle and Blast/Mail Chimp and creating Webforms.
Administrative Assistant McCool – Provided the details regarding the quarterly training related to Email Blast and creating Webforms. Also provided details regarding the website related to reports from Goggle Analytics. There is a webinar scheduled for Tuesday, May 23, 2017 beginning at 10:00 a.m. Director Mayer and Director Steele want to be included in the webinar. There was discussion regarding the different methods of promoting the Sign Up For Email Updates.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- F. ADJOURNMENT**
1. The meeting adjourned at 6:08 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-22-17

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