



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 REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY August 2, 2017
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 Chris Steele
Vice-Chair Bill Mayer*

A. ROLL CALL

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

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

None

C. APPROVED MINUTES

1. May 17, 2017 DRAFT Standing Communications Committee meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Bob Mankin – Brief discussion regarding Text Push Notification/Mobile App. Old River Media Group, Bob Mankin provided creative solutions regarding Text Push notifications related to outreach communication. Push notification will build awareness to the community, and maintain the engagement by announcing board meetings, committee meetings, and breaking news. There was discussion regarding the Text Push Notification related to the cost, the current notification system (Email Blast), and that the Text Push Notification is a better method of communicating to the residents.

Public Comment Regarding:

- Text Push Notification is a good idea.

2. Update on Stationary Message Board.

Office Assistant Rajala – Provided handouts regarding the Message Board related to cost, electrical installation, and site plans. There was discussion related to the Message Board location and permits required. This item will be agenized at a future Board.

Public Comment Regarding:

- Message Board is not the type of communication necessary due to the cost.

The discussion continued regarding the purchase of an additional mobile sign similar to the current sign owned by the Town.

3. Update on ADA Website Compliance.

Administrative Assistant McCool – Provided the details regarding ADA Website Compliance regarding the current tab on our Website (Accessibility). The details on that page are Accessibility Design Guidelines, Browser Accessibility Information, and PDF Reader details (standard on other website). There was discussion regarding the added Sign Up for Email Update pop up and the listening devices for the hearing impaired. The discussion continued regarding the Sign Up for Email Update and possibly changing the wording to “Stay Informed” or something similar to that language.

E. FUTURE DISCUSSION/AGENDA ITEMS

Board Meeting Videos - There was discussion regarding Board meeting videos related to the cost and IT support.

F. ADJOURNMENT

1. The meeting adjourned at 6:36 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-04-17

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