



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW COUNCIL COMMUNICATION TOOLS & PROCESSES

Thursday, October 17, 2019

12:15 PM

Room 206, Madison Municipal Building
215 Martin Luther King Jr. Blvd.

CALL TO ORDER / ROLL CALL

Present: 4 - Grant Foster; Barbara Harrington-McKinney; Donna V. Moreland and Patrick W. Heck

Excused: 1 - Lindsay Lemmer

Others Present: Lauren Kuhl, Dane County Board Office, Eric Olson, City IT and Deputy Mayor Katie Crawley

Ald. Grant Foster, chair, called the meeting to order at 12:23 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Donna Moreland, to approve the minutes from the September 19, 2019 President's Work Group to Review Council Communication Tools & Processes meeting. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

Ald. Lindsay Lemmer arrived at 12:26 p.m.

Present: 5 - Grant Foster; Barbara Harrington-McKinney; Lindsay Lemmer; Donna V. Moreland and Patrick W. Heck

UPDATE

57800

Update: Public Information Officer / Survey - Ald. Grant Foster, Chair

Ald. Grant Foster asked if the update on the PIO survey could be taken out of order. There was no objection from the members of the work group.

Ald. Foster noted that he recently attended the PIO Group meeting and spoke to them about why the work group was formed and the issues identified by the work group that would be reviewed. He also told them about a survey that

would be sent to them from the work group asking for feedback on what content they were currently sending out and in what formats.

Lisa Veldran would email the work group members a PDF copy of the survey.

DISCUSSION

[57677](#)

Discussion: City's Blogging Tool - Eric Olson, Web Manager, IT Department

Attachments: [10/17/19 Council Website & Blogging Tool Requirements.pdf](#)

Eric Olson presented a spreadsheet with columns listing: Feature/Requirement, Category and Notes and the work group members worked through the spreadsheet, refining and adding to the final spreadsheet (see attached PDF to the legislative file).

ACTION ITEMS NEXT STEPS

Next Steps:

- Send out a prioritization spreadsheet to the work group members developed from the discussion today
- Results from the PIO surveys
- Template of Content

ADJOURNMENT

A motion was made by Ald. Lindsay Lemmer, seconded by Ald. Patrick Heck, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:59 p.m.

Upcoming Meetings - Note Time Change from 12 noon to 12:15 p.m.

October 31, 2019 @ 12:15 p.m., Room 206, Madison Municipal Building

November 14, 2019 @ 12:15 p.m., Room 206, Madison Municipal Building

December 5, 2019 @ 12:15 p.m., Room 206, Madison Municipal Building

December 19 2019 @ 12:15 p.m., Room 206, Madison Municipal Building

January 9, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

January 23, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

February 13, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

February 27, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

March 12, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

March 26, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building