



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, December 5, 2019

12:15 PM

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

CALL TO ORDER / ROLL CALL

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

Others Present: Eric Olson (IT), Deputy Mayor Katie Crawley, and Engineering PIO Hannah Mohelnitzky

Ald. Grant Foster, chair, called the meeting to order at 12:17 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Donna Moreland, seconded by Ald. Lindsay Lemmer, to approve the minutes from the November 14, 2019 President's Work Group to Review Council Communication Tools & Processes. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from work group members.

DISCUSSION ITEMS

[58572](#)

Discussion Item: Review Goals & Objectives (Updated by Ald. Foster)

Attachments: [12/5/19 Work Group Revised List of Priorities Goals Objectives.pdf](#)
[11/14/19 Work Group Goals.pdf](#)

Ald. Grant Foster noted that the CCEC provided feedback to move forward with implementation of the new blogging tool for alders. It is expected that the implementation would be complete by January 2021.

The work group discussed and reviewed the goals/objectives of the work group (see legislative file for revised priority areas and goals/objectives).

[58214](#)

Discussion: City Communication Channels, Content Shared, Frequency

Attachments: [11/14/19 Communication Content Spreadsheet.pdf](#)

There was a PIO meeting scheduled for December 5, 2019. Katie Crawley indicated after that meeting she would fill in the missing information.

[58565](#)

Discussion Item: Inbound Communications

Attachments: [11/25/19 Email Re Leaf Collection Communication Points Example.pdf](#)

Ald. Grant Foster wanted to discuss the types of inbound communications that alders receive and how to better streamline communicating this information to district residents:

1. Article format vs. Informational format content (E. Olson)
2. Use alder subscribers and subscribe them to other available city subscriptions (Ald. Foster)

The work group will continue discussing this issue at a future meeting.

Ald. Barbara Harrington-McKinney left at 1:51 p.m.

Present: 4 - Grant Foster; Lindsay Lemmer; Donna V. Moreland and Patrick W. Heck

Excused: 1 - Barbara Harrington-McKinney

ACTION ITEMS / NEXT STEPS

Ald. Grant Foster will meet with Lisa Veldran to review outstanding work group issues and develop a discussion timeline for future meetings.

ADJOURNMENT

A motion was made by Ald. Donna Moreland, seconded by Ald. Lindsay Lemmer, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:55 p.m.

UPCOMING MEETINGS

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

