



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

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Thursday, August 27, 2020

12:00 PM

Via Virtual Meeting

CALL TO ORDER / ROLL CALL

Present: 4 - Grant Foster; Patrick W. Heck; Arvina Martin and Max Prestigiacomo

Excused: 1 - Donna V. Moreland

Others Present: Karen Kapusta-Pofahl (Council Office), Debbie Fields (Council Office), Katie Crawley, Deputy Mayor, Eric Olson, IT Department

Ald. Grant Foster, chair, called the meeting to order at 12:07 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Patrick Heck, seconded by Ald. Grant Foster, to approve the minutes from the President's Work Group to Review Council Communication Tools & Processes meeting.. The motion passed by voice vote/other.

[61922](#)

PUBLIC COMMENT

For 8/27/20 Meeting of the President's Work Group to Review Council Communication Tools & Processes

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

DISCUSSION / POSSIBLE RECOMMENDATIONS

[61927](#)

Updated Alder Weekly Summary Content - Council Staff

Attachments: [9/10/20 Highlights One-Pager.pdf](#)
[9/10/20 Updated Draft Template Alder Weekly Summary Content.pdf](#)
[9/2/10 Updated Draft Template Alder Weekly Summary Content.pdf](#)
[8/27/20 Updated Draft Template Alder Weekly Summary Content.pdf](#)

Karen Kapusta-Pofahl and Debbie Fields from the Council office were present for the discussion. Work group members provided feedback to Council staff.

Ald. Foster suggested that they provide a brief presentation at the 9/15/20 CCEC meeting and continue to send the summaries to the work group members. Council staff will contact City IT about creating an email template (similar to Public Health or Parks emails). Ald. Foster asked that the revised draft be discussed at the next work group meeting.

[59505](#)

Discussion Item: Alder Calendars & Calendaring Tools

Attachments: [Alder Calendaring Survey Results.pdf](#)
[Alder Scheduling Survey Results.pdf](#)

Lisa Veldran reported on the results from the two SurveyMonkey polls she sent to alders (see attached survey results).

Calendar System (6 responses): Google Calendar (3); City's Outlook Calendar (3); Personal Outlook Calendar (1); Apple Calendar (2)

Scheduling Meetings (6 responses): Ask Council Staff to Schedule (1); Schedule Myself/Ask Council staff (4); Other (2) Prefer Staff, Both

Work group members discussed calendar invites being sent to committee members include the link to the agenda and the Zoom meeting invite. Karen Kapusta-Pofahl will work with Eric Olson on a draft Best Practices document for committee staff.

[61449](#)

Discussion Item: Public Comment - All Alder Email Account & Via Virtual Meeting Registration

Attachments: [9/10/20 Electronic Public Comment.pdf](#)
[8/13/20 Electronic Public Comments.pdf](#)
[7/23/20 Electronic Public Comments.pdf](#)

Ald. Grant Foster suggested that the work group limit its recommendations in the final report on not a specific solution but as a set of recommendations for the Administrative Services Team to review and come back with a recommendation to the Council.

Further discussion on this topic will be occur at the September 10, 2020 work group meeting.

UPCOMING MEETING DATES / TOPICS

September 2 meeting the work group will start discussing the content of the draft. Ald. Patrick Heck will develop an outline for the work group to consider.

Ald. Arvina Martin noted that she will be a notified absence at the September 17 work group meeting.

Wednesday, September 2 (*rescheduled from Sept. 3)
Finish Discussion on Initiatives / Draft Report

Thursday, September 10
Draft Social Media Policy / Draft Final Report

Thursday, September 17
Finalize Draft Final Report

ADJOURNMENT

A motion was made by Ald. Arvina Martin, seconded by Ald. Patrick Heck, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:02 p.m.