



City of Madison

City of Madison
Madison, WI 53703
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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?*

Wednesday, September 2, 2020

12:30 PM

Via Virtual Meeting

CALL TO ORDER / ROLL CALL

Present: 3 - Grant Foster; Patrick W. Heck and Max Prestigiacomo

Excused: 2 - Arvina Martin and Donna V. Moreland

Others Present: Karen Kapusta-Pofahl, Debbie Fields (Council Staff), Eric Olson, IT Department

Ald. Grant Foster, chair, called the meeting to order at 12:35 p.m.

[61997](#)

PUBLIC COMMENT

For 9/2/20 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 discussion on this item.

Karen Kapusta-Pofahl explained that the current draft was easier for alders to cut and paste into blog posts. Eric Olson noted that staff should test the formatting since the blogging tool may strip some of the formatting out of the Word document they send to alders.

There was a preference for the document to be sent to alders as a Word document. Ald. Foster asked that an instruction sheet be created by staff for

alders to reference when posting the information to their blogs.

Debbie Fields will work with Eric Olson to write up the instruction sheet document. Lisa Veldran will contribute the Intranet access information for the archived versions of the weekly summaries.

61993

Discuss President's Work Group to Review Council Communication Tools & Processes Draft Final Report: Outline and Content

Attachments: [9/10/20 Draft Final Report Outline.pdf](#)

Ald. Patrick Heck noted that he had not yet created a report outline but will send something out for the next meeting to discuss.

Ald. Foster noted that any recommendations the work group developed should include a mechanism to assign specific staff to work on the recommendation.

UPCOMING MEETING DATES / TOPICS

Ald. Foster asked if the next two meetings could be extended another 30 minutes. There was no objection from the members present.

Thursday, September 10
Public Comment, Draft Social Media Policy, Draft Final Report

Thursday, September 17
Finalize Draft Final Report

ADJOURNMENT

A motion was made by Ald. Patrick Heck, seconded by Ald. Max Prestigiacomo, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:31 p.m.