

Village of Richmond

Ad hoc Long Term Planning Committee Meeting Minutes for January 19, 2015

Meeting was called to order at 5:15pm by Scott Drabant

Members Present: Scott Drabant, Craig Kunz, Debbie Tiritilli, Gary Tiritilli, and Ram Wardanian.

Approval of Minutes: Motion to approve the minutes as written for December 22, 2014 was made by Ram Wardanian, seconded by Scott Drabant. Motion was passed by unanimous voice vote.

Unfinished Business:

- Found some more corrections on the survey and made the notations. Craig to get together with Ciro to make the corrections on surveymonkey.
- Finalizing the postcard:
 - Ram had a sample of the postcard. Agreed on the revised wording. Ram to send out the wording for one last look.
 - The cost will be a total of \$423.20. \$80 – printing, \$245.50 – postage and \$97.70 for processing.
 - The postcard will be mailed February 9th to arrive before the survey start date of Feb 15th.

Motion was made by Ram to take the cost of the postcard to the CDC for approval for payment as discussed at previous meetings, seconded by Scott. Motion was passed by unanimous voice vote.

- Finalizing the wording for the water bill insert and agreed on the process for getting it to Jen to insert with the water bill.
- Discussed and finalized the other promotional and advertising methods:
 - Village Website: give Karla the wording for posting on the website.
 - Memorial Hall Bulletin Board dates and wording:
 - Post 2/9 - Village Survey coming soon – Starts Feb 15th
 - Post 2/16 - Village Survey – see insert in water bill or Village website
 - Post 2/23 - Have you taken the survey yet?
 - Post 3/2 - Your opinion counts – please take the survey
 - Post 3/9 - Do It Now - Survey Final Date March 15th
 - Chamber of Commerce: Request an email blast as reminders to business owners.
 - Social Media: Facebook – ask Ciro and Lisa to post reminders
 - Chamber Expo: Have inserts available to handout to Richmond residents. Use the same wording as the insert for the water bill except make it a ½ sheet of paper.

Due to the time, it was agreed that we would address the remaining agenda items at the next meeting.

Meeting summary/assignments: read the Ancel Glink material and border agreements for next meeting.

Motion to adjourn was made by Ram Wardanian and seconded by Scott Drabant. Motion was passed by unanimous voice vote.

Meeting was adjourned at 6:50pm.

Minutes by Debbie Tiritilli