



Winnetka Caucus Council Communications Committee Onboarding

April 29, 2024
Virtual- Zoom
8:00-9:00 PM

Minutes

Coms Com Chair, Jan Bawden, called the virtual meeting to order at 8:00PM, and proceeded to explain the new role of the Caucus and acknowledged that many on the committee had been on it previously but didn't realize it due to the previous years' more limited scope.

Commitments the Caucus Council had made to the community based on the results of the previous year's Caucus (not Village) survey were discussed including a heightened transparency and inclusiveness.

Additional tasks the Committee is now responsible for were outlined including an updated website, more frequent newsletters, active engagement with both mainstream media and social, posting meetings to the website, and the requirements of running hybrid town halls.

Previously-submitted and routed committee member bios, skill sets and preferences were reviewed, the process going forward was outlined, and teams matching skills and tasks were created.

Teams included Survey-writing, Survey-production and management, Survey creation materials, Survey materials distribution, Media, Town Halls management, List management, Website review and recommendation, Newsletter writing and distribution.

It was agreed the teams will work independently, with minimal supervision, and agreed to meet again as a committee of the whole after the Fall Town Hall in November for a post-mortem.

A key task this year is the formation of a Fall Town Hall Task Force to research and recommend best practices for running a hybrid event with voting and possible challenges to the slate. The team, headed by Matt Bogusz, will report its findings to the Executive Committee for further discussion.

The meeting concluded with questions (there were none) and next steps including follow up with each team further outlining tasks, deliverables, and timelines.

The meeting concluded at 9:00PM.

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