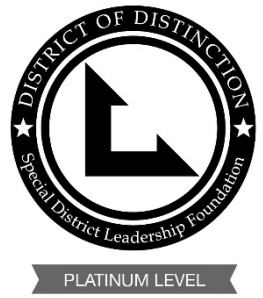




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

President – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

MINUTES OF THE REGULAR MEETING OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY Wednesday, September 6, 2023 3:30 P.M.

Communications Committee Members

Chair Carolyn Graham
Vice-Chair Bryon Gutow

A. ROLL CALL

1. Called business meeting to order 3:30 p.m.
2. Roll Call was taken, and Director Graham was absent.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

- The speaker questioned why Summer Jam was not promoted on Nextdoor. Staff clarified that it is a Lions Club event and not a Town sponsored event. The speaker would like to place a landscaping survey on Nextdoor.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Regular Communications DRAFT Meeting minutes of July 5, 2023.

Draft Minutes were not approved due to a lack of quorum.

D. PRESENTATIONS

None.

E. UPDATES

1. New Banners and Flyers.

Presented by Assistant General Manager Allan Cantando.

- Staff created new banners and flyers for the upcoming Town Hall Event to be held on September 16, 2023.
 - Banners feature QR codes to join the Town social media sites. Banners will be displayed at the Summer Jam event on September 9, 2023.
2. Social Media and SMS.
 - Month long landscaping updates on Nextdoor had 3300 views. Staff has received positive feedback on the postings.

Public Comment:

- The speaker suggested placing arrows on the flyers to make the QR codes more prominent.

F. DISCUSSION

None.

G. FUTURE DISCUSSION/AGENDA ITEMS

- Assistant General Manager Allan Cantando stated a quote will be coming to a future meeting from an Audio Video company for upgrading the Community Center.

H. ADJOURNMENT

1. Adjourned at 3:39p.m. to the next Standing Communications Committee meeting on November 1, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."