



**AGENDA**

**Meeting of the Communications Committee  
Village of Indian Head Park  
201 Acacia Drive  
Indian Head Park, IL 60525**

**Notice and Agenda  
Regular Meeting  
5:00 p.m. July 12, 2022**

- I. Call to Order and Roll Call**
- II. Review August 2021, September 2021, and November 2021 Minutes**
- III. Discussion: Newsletter Update**
- IV. Discussion: Surveys Going Forward**
- V. Discussion: How to Improve Communications**

**Village of Indian Head Park  
201 Acacia Drive  
Indian Head Park, IL**

**MINUTES  
VILLAGE OF INDIAN HEAD PARK  
COMMUNICATIONS COMMITTEE**

**August 24, 2021**

*“Pursuant to 5 ILCS 120/2.06 (3) minutes of public meetings shall include, but need not be limited to: a general description of all matters proposed, discussed, or decided, and a record of votes taken.”*

**CALL TO ORDER –Chair Farrell-Mayer 7:00pm**

**ROLL CALL: PRESENT (AND CONSTITUTING A QUORUM):**

Chair Farrell-Mayer, Present

Committee Member Amy Eckert, Present

Committee Member Susan French, Present

Committee Member Trustee Eileen Donnersberger, Present

**ALSO IN ATTENDANCE:**

Lisa Bujak, Village Administrative Clerk

John DuRocher, Village Administrator

Andy Ferrini, Assistant Village Administrator

## **NEW BUSINESS**

### 1. Review of Current methods of communication

Village Administrator DuRocher described the currently used methods of communication with residents. This includes social media like Facebook, Twitter, and Instagram. The Village also posts on our website and physical Notices at Village Hall. Finally, there is also direct mailing and the Smoke Signals Newsletter.

### 2. Review of Legally required methods of Communication

Village Administrator DuRocher described the legally required communications the Village is obligated to undertake. First, there are zoning letter and newspaper ads put in the Newspaper. Also, agendas for public meetings must be posted physically at Village Hall and Online 48 hours prior to the meeting.

### 3. Community Survey

Assistant Village Administrator Ferrini explained that Village Staff is interested in doing a community wide survey. This survey would be about all topics related to the Village and its Departments. Staff is interested in getting their finger on the pulse of the residents. The survey was distributed to Committee Members for review and comments.

### 4. Smoke Signals Discussion

The Committee then discussed the Smoke Signals Newsletter. It was decided on by the Committee that staff should try and send it out monthly and should include minutes from the Board meetings in them. The committee also discussed ideas to increase the quantity of content in the newsletter. Committee member French brought up the idea of puzzles, fun facts, and resident profiles.

### 5. Discussion on how to improve Communication

The Committee discussed ways in communications could be improved. The changes to the Smoke Signals were emphasized as well as a part in the community survey to sign people up for website alerts and social media.

ADJOURNMENT:

There being no further business to discuss, The Committee adjourned at 8:36 PM

Respectfully submitted,

Andy Ferrini  
Assistant Village Administrator  
Recording Secretary



**Village of Indian Head Park  
201 Acacia Drive  
Indian Head Park, IL 60525**

**Communications Committee Meeting- Minutes  
7:00 pm September 22, 2021  
MEETING LOCATION-Village Hall**

A meeting of the Communications Committee of the Village of Indian Head Park was held on September 22, 2021 at the Village Hall, 201 Acacia Drive. The meeting was called to order at 7:00 pm.

The following were present:

Committee Member Susan French  
Committee Member Amy Eckert  
Committee Member/Trustee Eileen Donnersberger  
Committee Chair/Trustee Rita Farrell Mayer  
Village Administrator John DuRocher  
Assistant Village Administrator, Andy Ferrini  
Administrative Clerk, Lisa Bujak

The following were discussed:

- A. The Committee discussed the newsletter edition that was published in September, 2021, and improvements for the October edition. The committee discussed the best way to include the minutes from previous Board Meetings in the newsletter. The consensus of the committee members was that it was beneficial to include them entirely, but to modify the size and layout so as to minimize the amount of space needed, in order to reduce costs.
- B. The Committee discussed the Village Survey. The committee and Village Staff determined that the goal should be to include the survey in the November edition of the newsletter. The Committee talked about some of the questions that should be added to the survey, including a question of a pathway on Wolf Road, a question about transitioning to an online newsletter, and a question on whether the Village does enough to communicate with residents.
- C. The Committee discussed the costs associated with doing a monthly newsletter. It is estimated that doing the monthly newsletter will cost between \$40,000-\$45,000 annually, which is about a \$30,000 increase from the current budget for the newsletter. This is something that will be brought to the Board of Trustees to consider in the October meeting.

- D. The Committee discussed and reviewed the updated “New Resident Packet” which is distributed to residents when they move to the Village. The new packet has up to date contact information and a directory for local resources.

There being no further business, the meeting adjourned at 8:00 pm.

Respectfully submitted,

Andy Ferrini  
Assistant Village Administrator

**Village of Indian Head Park  
201 Acacia Drive  
Indian Head Park, IL**

**MINUTES  
VILLAGE OF INDIAN HEAD PARK  
COMMUNICATIONS COMMITTEE**

**November 17, 2021**

*“Pursuant to 5 ILCS 120/2.06 (3) minutes of public meetings shall include, but need not be limited to: a general description of all matters proposed, discussed, or decided, and a record of votes taken.”*

**CALL TO ORDER –Chair Farrell-Mayer 7:00pm**

**ROLL CALL: PRESENT (AND CONSTITUTING A QUORUM):**

Chair Farrell-Mayer, Present

Committee Member Amy Eckert, Present

Committee Member Trustee Eileen Donnersberger, Present

**ALSO IN ATTENDANCE:**

Lisa Bujak, Village Administrative Clerk

John DuRocher, Village Administrator

Andy Ferrini, Assistant Village Administrator

Niko Dubovsky, Simplicity

Mario Ceselka, Simplicity

**NEW BUSINESS**

**1. Simplicity Presentation**

Niko Dubovsky and Mario Ceselka from Simplicity gave a presentation about the new Village application and how it works. The app is free for both residents and the Village and can be downloaded in the App Store and Google Play. The app

works by “scraping” the website and sending out notifications to the users about what’s going on in the Village. There is also an option for staff to post directly to the app on the dashboard. Niko and Mario would like a chance to meet with a handful of residents who have downloaded the app to get their opinions and any suggestions they may have to improve it.

2. Discussion and vote on cessation of written publication of Smoke Signals and time frame.

The Committee was in favor of going to all digital and thought it would be a good way to save money by cutting postage costs. The last printed and mailed version to be sent in June 2022. There will be an article in the Smoke Signals about the new Simplicity app so hopefully many more residents will download it. We will also get a QR code for the Smoke Signals.

3. Discussion and vote on question of continuation of an online version of Smoke Signals.

The Committee was in agreement that the Smoke Signals continue solely as a digital version and would be a monthly publication. The Committee also agreed that it would be nice to have the online format available in color.

4. Update on Village Survey

The survey is in the process of being printed and mailed and the responses will be accepted through the end of December. The results will be printed in the January edition of Smoke Signals.

5. Public Comment

There were no public comments.

ADJOURNMENT: There being no further business to discuss, The Committee adjourned at 8:15 PM Respectfully submitted,

Andy Ferrini  
Assistant Village Administrator  
Recording Secretary