Information Technology (IT) Committee Meeting Minutes - 9.3.2024

COMMITTEE MEMBERS and OTHERS PRESENT:

IT Com Members Nancy Kail D9 (Chair), Pam Kopack D3, David Rosenwaks D6 and Claudia Shaum D5 attended. Clarence Hayes D4 and Matt Mandell D1 were absent. Ellen Lautenberg D7 and Eileen Zhang, IT Head, in addition to a member of the public were also present.

AGENDA and GOAL

Agenda: Continue our RTM communications improvements work

Goal: Review project 1 pagers and if time, detailed project work. Decide next steps for projects.

DISCUSSION

During our 9.3.24 IT Committee meeting to continue our work improving communications, we:

Recognized these town government and related communications improvements:
- First Selectwoman Jen Tooker's August Newsletter HERE
- Compo Beach Playground Renovation website HERE
- Also mentioned, D5 and D9 recent newsletters

Reviewed our IT Com Communications Work Ground Rules
- Focus on small/actionable RTM communications improvements items, avoid duplicating effort
- Adhere to applicable rules, coordinate w/ the Moderator & Town Clerk, be respectful of staff
- Understand how to get input w/out violating FOIA/similar - see E Flug note in 6/20 minutes HERE

Discussed 1 pagers on 4 IT Committee communications projects below, and **HERE**
- RTM Community Conversation
- RTM FAQs
- RTM Review of Town Budgets FAQs
- RTM Suggestions for Website Improvements

We decided to provide an update of our work during the announcements portion of the 9.3 RTM mtg and to distribute the 1 pagers via these minutes following the meeting.

Discussed the detailed work carried out on the 4 projects and decided the following next steps:
- RTM Community Conversation - DR to continue work, provide an update at Oct IT Com mtg
- RTM FAQs - CS to continue work, provide a draft to discuss at Oct IT Com mtg
- RTM Review of Town Budgets FAQs - PK to continue work, provide a draft to discuss at Oct IT Com
- RTM Website Improvements - NK to cont. work, consult w Jeff D and Eileen Z, update IT Com in Oct

NEXT MEETING
We scheduled our next IT Com Meeting for Tues Oct 1 at 6:00 pm in Town Hall

submitted by Nancy Kail, Sept 3, 2024