



Meeting Minutes
City of Sammamish Communications Committee
Regular Meeting
Monday, July 31, 2017 – 9:30 a.m.
Executive Briefing Room - Plaza 111

Called to Order:

Deputy Mayor Malchow Christie Malchow called the meeting to order at 9:38 a.m.

Committee Members Present:

Christie Malchow, Deputy Mayor – Chair
Tom Hornish, Councilmember
Bob Keller, Mayor (substituting for Don Gerend)

Committee Members Absent:

Don Gerend, Councilmember

Staff Present:

Tim Larson, Communications Manager – Lead Staff
Jessi Bon, Deputy City Manager
Aaron Antin, Finance & IT Director
Mike Sugg, Management Analyst
Tammy Mueller, Administrative Assistant

Others Present:

Anne Fennessy, Cocker Fennessy, Partner
Vanessa Lund, Cocker Fennessy, Research Director
Jessica Monger, Cocker Fennessy, Researcher

Selection of Committee Chair:

Councilmember Hornish nominated Deputy Mayor Malchow for the position of Chair. Mayor Keller seconded. Deputy Mayor Malchow accepted the nomination.

Approval of Meeting Minutes:

The minutes of the September 8, 2016, October 13, 2016, and November 10, 2016 meetings were approved as distributed.

Public Comment:

No public comment was provided.

Update: Communications Strategic Plan:

The consulting team from Cocker Fennessy presented an update on the Communications Strategic plan ([link](#)).

- Preliminary recommendations focused on standardized communication tools and procedures for communication for internal and external City communications along with the strengthening of the City's social media, website, and newsletter communications.
- Next steps included gathering resident input, providing recommendations to the Committee at the next meeting, and providing a report to the City Council thereafter. Staff will confirm meeting dates.

Discussion: City Council Input into Newsletter:

The Communications Committee provided input for the September newsletter and discussed changes to the timeline for providing input.

Future Meeting Topics:

- Communications Strategic Plan Recommendations

Next Meeting Date(s):

TBD – dependent on consultant availability

Meeting Adjournment:

The meeting adjourned at 10:37 a.m.