



Village of Hampshire
Public Relations Committee Meeting
Thursday, December 08, 2022 - 6:00 PM
Hampshire Village Hall – 234 S. State Street

AGENDA

1. Call to Order
2. Roll Call to establish quorum
3. Approval of Minutes from 10 Nov 2022
4. Discussion of snow plow naming contest submissions
5. App update
6. Upcoming events to communicate
 - a. SSA tax levy and pond maintenance – Public Works to submit an article for the Newsletter
 - b. Keep your stuff out of the streets to keep plows safe (we're looking at you, garbage cans)
 - c. Flood Bros tree disposal
 - d.
7. Newsletter topics
 - a. Discussion- should newsletters be labeled by season (current practice) or date of publication (e.g. Nov 2022)?
 - b.
8. New Business
 - a. Selection of PR strategy and potential provider
 - b. Year in Review of priorities, budget, etc.
 - c.
9. Announcements
10. Motion to adjourn

Attendance: By Public Act 101-0640, all public meetings and public hearings for essential governmental services may be held by video or tele conference during a public health disaster, provided there is an accommodation for the public to participate, and submit questions and comments prior to meeting. If you would like to attend this meeting by Video or Tele Conference, you must e-mail the Village Clerk with your request no later than noon (12 PM) two days prior to the meeting, and a link to participate will be sent to your e-mail address the day of the meeting, including all exhibits and other documents (the packet) to be considered at the meeting.

Recording: Please note that all meetings held by videoconference will be recorded, and the recordings will be made public. While State Law does not required consent, by requesting an invitation, joining the meeting by link or streaming, all participants acknowledge and consent to their image and voice being recorded and made available for public viewing.

Accommodations: The Village of Hampshire, in compliance with the Americans With Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the Village at 847-683-2181 to allow the Village to make reasonable accommodations for these persons.



Village of Hampshire
Public Relations Committee Meeting
Thursday, November 10, 2022 - 5:00 PM
Hampshire Village Hall – 234 S. State Street

MINUTES

1. Meeting called to order at 5:15pm.
2. Present: Trustee Kelly, Trustee Mott, Trustee Fodor (quorum established). Also present: Village Manager Hedges.
3. Motion to approve Minutes from 13 Oct 2022 by Trustee Mott, seconded by Trustee Kelley. Approved 2-0 with Trustee Fodor abstaining.
4. Snow plow naming contest – residents are encouraged to submit names for our 9 snow plows. Submissions will only be accepted through the My Hampshire app through Dec 7. PR committee to judge entries at the next committee meeting (Dec 8), and winners will be announced at the Dec 10 Jingle Fest around the time of the tree lighting at the end of the parade. Winners will receive a small prize (photo of plow with the winning name entry) once the lettering is completed. Parameters for the contest were discussed and decided upon.
5. App update – Mr Hedges presented a short update on the My Hampshire app. We have 550 downloads as of the start of this meeting, with more coming in each day. A discussion ensued regarding how to promote the app. Trustee Kelly will do some research and put together a short proposal for the committee, and the committee will decide how much of the PR budget we are willing to commit to the promotion of the app and the rest of our social media plan.
6. Upcoming events to communicate – none at this time.
7. Newsletter topics – none at this time.
8. New Business – Trustee Kelly will do some research on promotional plan and costs, and will put together a short proposal for the committee, and the committee will decide how much of the PR budget we are willing to commit to the promotion of the app and the rest of our social media plan.
9. Announcements – Historical Society program tonight (and a suggestion that we continue to promote these events)
10. Motion to adjourn by Trustee Kelly, seconded by Trustee Mott. Unanimously approved; adjourned at 6:05pm.

Respectfully submitted,

Trustee Fodor, Committee Chair

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