

**PROCESSES COMMITTEE**  
**September 9, 2024 @ 6:30 PM**

Jaime Nosse called the meeting to order.

**Roll Call:** Kevin Maloney, Jaime Nosse (Chair)

**Others Present:** Council President Steve Thorn

- ❖ Jaime motioned to postpone meetings until a new council person is elected to replace Nina; Kevin seconded; all voted in favor.
- ❖ July 1st minutes were read; Kevin approved; Jaime seconded; all voted in favor.

**New Business:**

- Action Items:
  - Await input from Solicitor Mason regarding the committee's proposed language for expected decorum at meetings. Submit June 18th email on Michelle's input to Solicitor Mason (Jaime)
  - Ask Solicitor Mason how long in advance we need to publicize a quarterly meet & greet with the public outside of council meetings (Jaime).
  - Social Media policy for Village Employees / Representatives.
  - Send email to Chairs of all committees to add the signing of approved minutes to all agenda. The clerk is to send/email the signed copy to Maryann and Steve (Jaime).
- Discussions
  - How should we handle meet & greets; who, what (website), where, when.
  - Webmater/Event form and where to publish.
  - Email list / subscription. Ideas on how we communicate with the community. What platforms to use? Preferred method of social media. QR codes.
  - November meeting date to be confirmed in October meeting. Possible date is Wednesday Nov 6th.

Jaime moved to adjourn the meeting at 7 PM; Kevin seconded; all voted in favor.