

**Borough of Mountain Lakes**  
**Communications Committee**  
**Meeting Minutes**

6-14-2017

**Attendees:**

Bob Karczewski, Clive Knowles, Mimi Kaplan, John Lester

**Discussion Topics:**

1 - Based upon recent request s for changes to websites where the Chair of the Committee / Commission should be able to effect those changes, the Committee will look to establish some Refresher Days of personal instruction

2 - Since the beginning of this year, requests have been made to and through Cara as opposed to through [Webmaster@mtnlakes.org](mailto:Webmaster@mtnlakes.org). These requests are then forwarded to the webmaster address, sometimes, and to individuals at other times. The Committee has previously established a responsive and practical policy of having all requests be sent to the webmaster address by the requestor, directly. This allows the Communications Committee individual, who has volunteered to handle the request, the ability to reach out to the requestor directly for any required clarification.

3 - The Committee discussed the request of the Traffic and Safety group to remove contact information for the members and use a general email address. The general email address has been in place for some time so does not need to be created. The group felt the elimination of the direct contact information, for any group, is in distinct contradiction to the notion of small town neighbors volunteering to assist others. No one of the Committee has had any request, nor has had any conversations with their neighbors, about restricting their contact information. As a side note, the address and phone numbers are easily obtainable in the town phone book.

4 - Mark Watrous had been working on providing quarterly Analytics for the Committee / Commissions to help them understand their site's usage. We will reach out to Mark to check on status.

5 - The Committee discussed and agreed to restart the initiative of generating, distributing and collecting a survey to determine the preferred methods of communication of all Borough residents.

6 - The Committee will research alternative bids for website support.

7 - The task of Minute Taker will be addressed by Committee members rotating the responsibility.