

**Intergovernmental Communications Committee**  
**February 06, 2009**

Present: K. Ralston, D. Neiger

January minutes: Neiger, Ralston, approved 2-0

Agenda, as amended: Neiger, Ralston, approved 2-0

**Old Business:**

Reading of Mission Statement: There was discussion about the future of the ICC as it relates to our established Mission and Goals. Neiger had suggestions on possible remarks by Ralston at the summit. Could ask who among the participants thinks this has been a worthy exercise. Could emphasize the importance of the Mission and Goals of the ICC and the future role it could play in helping to prevent communication break down. Ralston agrees with past suggestions by M. Roper that this committee should be formalized to ensure representation from the various local governmental units and public service organizations. Predetermined slots could possibly be 2 from Township Boards, 1 County Commissioner or County Planning Commissioner, 1 from one of the Villages, 1 from the City of Frankfort, 1 from either the EDC or one of the Chamber organizations, then other reps from different public service organizations. These are just possibilities. It would have to be determined through discussion with all of those parties. Ralston noted it would be important to have the appointments made by the specific entities. The only appointment made directly by the county would be the appointment of the County Commissioner or Planning Commissioner.

**I. Publicity Report**

- Press Releases Submitted-Ralston reports that an article was written by K. Hollenbeck and published in the February 4 *Record Patriot*. A press release has been written by Ralston and submitted to the *Record Eagle*, *Grand Traverse Insider* and *Northern Express*.
- Ralston sent summit information to S. Fouch. He has a radio spot on WTCM on Thursdays. Announcements are being made each week. Ralston submitted information to WBNZ for announcements. S. May is scheduled for an interview on the summit with WBNZ for February 13 at 8:30am. S. May has submitted information to IPR for announcements.
- Kari Tomashik asked if flyers were being done to advertise summit. She volunteered to distribute the flyers. Ralston asked if she could put a flyer together. The response was that she was unsure of exact information that would be appropriate. Ralston emailed both Tomashik and Hollenbeck inquiring if they could work on some basic ideas together and that Ralston and possibly May would input via email. Ralston states that she thinks a flyer is really needed but that she cannot take on the task.

**II. Summit Report**

- Ralston and May are trying to coordinate a time to meet and view the venue (PRA Hall in Honor) with Sandy Link who is in charge of Hall Rental. An appointment

is set for Monday February 16 at 12 noon. Ralston spoke to Link. It is confirmed that the tables are long and rectangular. Round tables will not be available. Will find out about tablecloths. Neiger will supply an 8 ft. projection screen and a podium from the county. S. May and possibly Mike Ross will work out the details with sound. S. May needs to view the hall to determine sound needs. Rod Scowden, a Homestead Township resident, has volunteered to produce an audio visual record of summit. Ralston met with him. He can get the record onto a Dvd. From there, Ralston recommends that we see if someone could get an edited AV record posted onto the county website.

- Ralston prepared a sign up sheet for various tasks for day of event and before. Will email it out to ICC volunteers along with these notes. All are asked to review. Discussion on registration process. Ralston will work with county administration staff to have a list of all registrants at table. A. Damm and K. Ross will check off names as part of registration process. K. Ross will also prepare a registration sheet with contact information for attendees to fill out. This will be almost the same as what was used for the Nov. 2007 summit. Ralston requests that the words (where you reside physically) be added where it says “Township, Village, City”. We want both mailing address and where the person resides since they are often different. This was not understood in many cases last year. Ralston and Ross will review the evaluation sheet that was used last year. Some changes will likely need to be made. K. Hollenbeck is in charge of signs needed. Will need signs with numbers. The number of these will depend on the number of those registered. Eight signs are needed for the breakout/group discussion in the afternoon. Signs are needed for information and registration tables. Neiger has heavy card stock available for signs. Neiger and Hollenbeck can coordinate materials and needs for signs. K. Hollenbeck will be in charge of information table. S. May, A. Damm and K. Ralston will let all speakers know that a table is available for handouts.
- Ralston and May scheduled for a phone conference with Bonnie Zoia at 2pm today, February 6. Agenda needs refining. Message on communication in the morning needs to be clear to set the stage for the day. May and Ralston have spoken to most of the eight people who are being asked to facilitate the breakout/group discussions. Ralston will send the list of task forces and the facilitators for each. Facilitators will use the committee action worksheet at breakout tables. Ralston will provide a sheet for each table. Details on this will be discussed today with B. Zoia. All facilitators will be briefed again before event. Ralston spoke with John O’Neill regarding facilitation. He asked when he might be able to speak on Affordable Housing. Will discuss working time into the agenda for brief remarks from all eight facilitators before brainstorming session. This can be sort of a pitch for participants to join their group. Facilitators should be told that this is not a commitment to permanently chair these committees.

- Six speakers have been confirmed. Ralston and May have discussed making sure that speakers give concrete examples of what local governments can do to further these goals along. For example, some local governments have made it a policy to use all or a certain amount of local food products for any government events or food service etc.
- Ralston provided sheet with known and estimated costs. She has emailed it to Chuck Clark. She recommends that \$1700 be requested from Board of Commissioners on February 11 at the Committee of the Whole meeting. This will cover costs upfront. She estimates that \$1200 will be recouped through registration fees. Ralston has submitted proposals for funding from the Benzie Chamber of Commerce and the EDC. Copies of these were distributed. Ralston will email these to the ICC volunteers for review. She is awaiting a response to the funding requests. Each of the 12 townships and the City of Frankfort have been asked to contribute \$50. Community Foundation may have funds available for educational purposes. Ralston will speak to Anne Bourne who is on that board. Ralston met with C. Clarke earlier this week. She recommends that an account be established for the purpose of funding future summit meetings. One established goal of the ICC can be to raise funds to support ongoing meetings. Funding requests will go out to a variety of community organizations and public entities. This can be done all year on a continuous basis.

### **III. New Business**

- March meeting 03/06/09 same time/place
- Guests: None at this time

### **IV. Feedback:**

- None at this time