

MAYOR
MARK F. KNIGGE

ADMINISTRATOR
DANIEL E. QUICK



101 NORTH MAIN STREET
WAUCONDA, IL. 60084
PHONE 847.526.9600
FAX 847.526.8809

CLERK
GINGER IRWIN

TRUSTEES
PATRICK MURPHY
LINCOLN F. KNIGHT
JEAN MAYO
ED LOCHMAYER
JOHN F. BARBINI ED.D.
PAM WAHL

VILLAGE OF WAUCONDA
COMMUNICATIONS COMMITTEE MEETING
MONDAY, NOVEMBER 29, 2010
5:30 P.M.

Wauconda Village Hall

AGENDA

1. ITEMS FOR DISCUSSION

- a. **Review/approve minutes from 5/25/2010**
- b. **"In the News" on the Village website – new webpage**
- c. **E-News for the Community - review draft of Standard Operating Procedure (SOP) for e-News**
- d. **Community Sign – Revised SOP**
- e. **Press Release – SOP**
- f. **Website Calendar Procedures**
- g. **Possible Gateway sign idea**
- h. **Village Voice Newsletter – December issue**
- i. **Wauconda-related news submissions via the web**

2. OTHER BUSINESS

3. ADJOURNMENT

Posted 11/24/2010