

**COMMUNICATIONS COMMITTEE MEETING  
FRIDAY FEBRUARY 9, 2007, 4:00 PM  
KIAWAH ISLAND MUNICIPAL CENTER  
1st FLOOR CONFERENCE ROOM**

**Minutes**

**I Call to Order:** Mr. Burnaford called the meeting to order at 4:05 PM.

**I. FOIA: Notice of this meeting has been published, posted and in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.**

**II. Roll Call**

Present: Alan Burnaford, Chairman  
Kelly Bragg  
Armand Glassman

Also Present: Kathryn McLerren, Administrative Asst.  
Tumiko Rucker, Town Administrator

Absent: Russell Crane  
Lillian Hoopman  
Lee Anne Taylor

**III. Minutes: Communication Committee Meeting Minutes**

**Dr. Glassman moved to approve the minutes as submitted; motion seconded by Kelly Bragg. Motion carried unanimously.**

**IV. Old Business:**

**A. Website update**

Mr. Burnaford said that the Town is currently seeking a new vendor to provide website support to the Town's website. Mr. Burnaford said that Mr. Ohlinger failed to meet the Town's deadline and expectations. There had been a problem locating the website contract and the Town has been operating on a handshake agreement. Mr. Burnaford also mentioned that the Town received an invoice from Mr. Ohlinger that has not been paid because of some substantially high items not agreed

upon.

Mrs. Rucker noted that the Town has received two quotes for the Town's website and maintenance. These quotes will be presented to the Ways and Means Committee at the March meeting for selection of a new vendor.

Mr. Glassman asked, "Do we have an estimate of charges?"

Ms. Rucker said that estimated charges seem to be in the range of \$5,000 for a re-design and \$10,000 for a complete change from the present website.

It was noted that Kelly Bragg has entered a bid for the website and hosting.

### **B. Town Notes/Digest**

Mr. Burnaford discussed the possibility of combining the *Town Notes* and the *Kiawah Island Digest*. It appears that the feasibility to match the *Kiawah Island Digest* is good. The Town would prefer the *Town Notes* go in the center of the new publication. It was noted that the quality of paper used for the *Kiawah Island Digest* is best for photographs. The appointed members of the subcommittee, Kelly Bragg and Armand, are trying to arrange a meeting with KICA (Tammy McAdory and Doug Reynolds) tentatively on March 19<sup>th</sup> or 26<sup>th</sup>, to further discuss the process of combining the two publications. Both parties may also need to have a meeting with the printing company that produces both publications. At this point, there are not any big hurdles to overcome.

Ms. Rucker stated that the Town's smart mailer system has previously had a problem with smearing ink on the glossy paper, and that it is possible to prepare mailing labels as opposed the printing addresses on the paper.

Kelly Bragg asked, "Do Cassique residents receive *Town Notes*?"

Ms. Rucker replied, "No, they do not."

The subcommittee had investigated the cost per month of both *Town Notes* and the *Kiawah Island Digest*. This joint proposed venture must be cost effective to proceed with plans.

Ms. Rucker mentioned that the publication budget figures would be submitted in March for the yearly Town budget.

**C. Report on publishing Kiawah Property owners contribution of time and money**

Due to absence of other members of the committee, there is no report at this time on the subject of Kiawah Island Property Owner's contribution of time and money.

**D. Replacement for Karen Andrews**

Mr. Burnaford said that the Town has hired a new Administrative Assistant. Kathleen Chamberlain, of Seabrook Island, who will begin work on Wednesday, February 14, 2007.

**V. Citizens' Comments: None**

**VI. Adjournment:**

**Mr. Burnaford moved to adjourn the meeting at 4:35 PM; motion seconded by Mr. Glassman. Motion carried unanimously.**

Submitted by:

\_\_\_\_\_  
Kathryn McLerren, Administrative Assistant

APPROVED: \_\_\_\_\_  
Alan Burnaford, Chairman

DATE: \_\_\_\_\_

cc: William G. Wert, Mayor  
Town Council Members  
Tumiko Rucker , Town Administrator