

MINUTES
Tuesday March 20, 2025 @ 7PM
WHITE POTATO LAKE DISTRICT COMMUNICATIONS COMMITTEE
12855 S white potato lake rd.

ZOOM INFO TO FOLLOW

<https://www.wpldistrict.org>

This is an open meeting of the White Potato Lake District Communications committee. Notice of this meeting was given to the public at least 24 hours prior to the meeting by forwarding the complete agenda to the town of Brazeau and by posting to public bulletin boards at the Brazeau Town Hall, Rescue Building, Sanitary District Building and kiosk at Brads. Copies of the complete agenda are available for inspection on the White Potato Lake District website: <https://www.wplddistrict.org>

1. **Call to Order** – Williams called to order at 7:05
2. **Roll call** – Mark Williams, Gwen Schaefer, Dennis Schaefer, Sue Belleau, Craig Belleau, Larry Jaeger, Bob Wittman (zoom)
3. **Agenda approval- motion by S Belleau, second L Jaeger to approve - passed**
4. **Approve minutes** – motion by G Schaefer, second L Jaeger to approve - passed
5. **Discussion with possible action**
 1. Go over changes made to website, updates needed – recommend creating third column in the agenda minutes tab for forms and procedures related to each committee.
Create website request form.
Update agendas and minutes to add to website for our committee and have bob request from other committees and board and send to Sue to get posted.
 2. Process and flow chart for making changes or posts to website – decided to remove names and make a key for 2025 positions
 3. Newsletter articles and authors recommendation to board – prioritized articles to recommend to the board for publication. See attached sheet
 4. Process and flow chart for newsletter– decided to remove names and make a key for 2025 positions
6. **Select future meeting May 12**
7. **Future agenda items- process or flow chart to post agendas and minutes**
8. **Adjournment** – motion by G Schaefer, second S Belleau to adjourn - passed