

**MINUTES**  
**Tuesday Feb 25, 2025 @ 6PM**  
**WHITE POTATO LAKE DISTRICT COMMUNICATIONS COMMITTEE**

**ZOOM MEETING**

The Zoom site will open at 5:30. The meeting starts at 6:00

<https://us06web.zoom.us/j/84555979203?pwd=k5cuxprshl8BQzV8iJareZOEfSyhJV.1>

Meeting ID: 845 5597 9203

Passcode: 782633

<https://www.wplddistrict.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 the meeting to order at 6pm
2. **Roll call** – M Williams, G Schaefer, D Schaefer, L Jaeger, C Belleau, S Belleau, R Parins, Kendra
3. **Agenda approval – Moved by D Schaefer, second G Schaefer to approve- passed**
4. **Approve minutes** – Moved by G Schaefer, second L Jaeger to approve - passed
5. **Discussion with possible action**
  1. Go over changes made to website, updates needed – We went over the changes we suggested from notes in January and made a few changes after that while live with Kendra. We need to update agendas and minutes and have everyone look over the new site. Bring it back to the next meeting.  
Things to work on – Invasive species tab, we need full 2021 map (bottom cut off) and a new map from this last year to show where it is at now.  
Projects tab – explanation of each project and add completed projects
  2. Process and flow chart for making changes or posts to website – we went over the new flow chart and made a few changes. A work in progress yet
  3. Process and flow chart for newsletter – we went over the new flow chart and continue working on it.
  4. Timeline – went over this year’s timeline for mailings based on this year’s meeting dates
  5. Articles – made an ongoing list of articles that have been talked about but didn’t make the last newsletter. We need to start adding them to the list and thinking about our spring newsletter based on our timeline.

6. **Select future meeting** – March 20 at 6pm
7. **Future agenda items** – **Website, flowcharts, articles for newsletter-** assign who is writing
8. **Adjournment** – motion by R Parins, second by L Jaeger – approved 7:25pm

mw -Date Posted 3/3/2025