



**VILLAGE OF VOLENTE, TEXAS**

**NOTICE AND AGENDA**

Public Relations & Communication Committee – March 2022

6:30 PM – 7:30PM, Thursday, March 10, 2022

**Via Zoom Meeting**

Notice is hereby given that the Public Relations & Communications Committee of the Village of Volente, Texas, will hold a REMOTE Committee Meeting on **March 10, 2022 at 6:30 PM** at which time the following items will be discuss, to-wit:

**The public may participate in this Zoom meeting by connecting through the following link:**

Kristin Ruff is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81807499239>

Meeting ID: 818 0749 9239

Passcode: 78641

One tap mobile

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Meeting ID: 818 0749 9239

Passcode: 78641

Find your local number: <https://us02web.zoom.us/j/81807499239>

**I. Intro of Committee Members / Participants**

Attended:

Kristin Ruff; Chair

Cindy Mccuisition

Isabelle Evans

Mary Scherer

Summer Weston Brown

Absent:

Cindy Metro

Judy Graci

## **II. Discussion of Scope and Charter for the Committee**

Kristin reviewed the Committee's purpose and scope of work, reminding everyone that this committee is an Advisory Committee. Primary responsibilities include providing residents with updated communication, maintaining the Village website, planning Village events, and producing a newsletter

## **III. General Business**

- A. Planning future village events
  - a. Volente Fire Department Auxiliary Guest – Tony Ruff shared with the group that the VFD Auxiliary is planning a Spring Bash on May 14<sup>th</sup>. This event will be the first fundraising event since before COVID. The event will include BBQ food service, beer & wine, live music, silent auction, prize raffle and a cake walk for the kids. The PR & Communication Committee discussed additional things we could do to help including posting on Village website and helping with some additional kid-friendly activities such (Go Fishing Booth, Cookie Decorating, other fun “stations”. The VFD Auxiliary will follow-up with the committee with information on how residents can volunteer.
  - b. The committee will publish a Communications Calendar to include newsletter content deadlines, publication dates, and planned Village events.
- B. Discuss newsletter status
  - a. The committee discussed continuing with the newsletter. Bob Evans has graciously volunteered to continue serving as Editor/Publisher. The committee agreed to continue with the newsletter but will discuss at the next committee meeting the frequency of distribution.
- C. Discuss and decide how frequently the committee meets and assign member roles
  - a. The committee agreed to meet monthly on the first Thursday of the month through the summer and will adjust as needed.
  - b. Isabelle volunteered to continue managing and updating the Village marque sign
  - c. Kristin will manage and update the village website.
  - d. Roles/responsibilities of other committee members will be discussed at our next meeting
- D. Next meeting date: Thursday, April 7<sup>th</sup> – 6:30pm