

**TOWN OF YARROW POINT  
COUNCIL SPECIAL MEETING MINUTES  
March 8, 2018  
4:15PM**

The following is a summary of the proceedings and is *not* a verbatim transcript.

**CALL TO ORDER:**

Mayor Dicker Cahill called the meeting to order at 4:15 PM

**PRESENT:**

**Mayor:** Dicker Cahill

**Councilmembers:** Mary Elmore  
Stephan Lagerholm  
Steve Bush  
Andy Valaas  
Carl Scandella

**Staff:** Anastasiya Warhol – Town Clerk Treasurer

**APPEARANCES:** None

**REGULAR BUSINESS:**

**AB 18 – 08 Town Communication Plan & Public Outreach Methods**

Mayor Cahill explained that its important to have a plan in reaching as many residents as possible when critical information needs to go out. Specifically, the Town would like to reiterate to residents the steps taken to secure and safeguard Town assets and prevent both phishing fraud and cyber-attacks from infiltrating Town Hall.

The Council discussed a specific letter scheduled to be mailed to all households. This letter will outline both current safeguards, and additional precautions taken as a result of last year’s incidents. In addition, the update will be emailed via Constant Contact.

Clerk-Treasurer Warhol mentioned the history of Constant Contact and why the Town used it. Before discussing the various channels for communication, i.e., newsletter, emails, mailbox kiosk notices, etc., the Town Council outlined the following goals:

- Effective Communication – Routine updates and information
- Effective Communication – Non-routine responses, incidents, emergencies, etc.
- Effective Emergency Communication (with Clyde Hill’s assistance)
- Designated Public Relations person
- Common messaging from all Town Representatives (employed, appointed, or elected)

Mayor Cahill agreed to finalize the letter to be mailed to residents as soon as possible. In addition, the Clerk-Treasurer noted that the outbound communication will come via the Spring Newsletter, scheduled to go out on March 20<sup>th</sup>. Finally, the Council will schedule a study session to discuss a social media policy in the future.

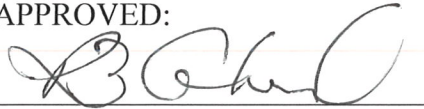
Councilmember Bush was excused at 5pm.

**ADJOURNMENT:**

**MOTION:** Councilmember Valaas moved to adjourn the meeting at 5:05 pm. Councilmember Elmore seconded the motion.

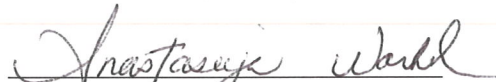
**VOTE:** 4 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:



Dicker Cahill, Mayor

ATTEST:

  
Anastasiya Warhol, Clerk-Treasurer