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 it is 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 20th. 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