

**Promote Wyoming Commission**  
**October 11, 2016**  
**Meeting Minutes**

The Promote Wyoming Commission met on Tuesday, October 11, 2016 at 7:00 p.m. in the Conference Room of the City Building. Attendance was as follows:

Members present: Deb Stonehill-Chairperson, Margie Carleton, Beth Roeseler, Brad Stoppenhagen, Ron Callahan, and Jim Walton

Staff Members Present: Lynn Tetley, City Manager

Others Present: None

Call to Order

Ms. Stonehill called the meeting to order at 7:10 p.m.

Review and Approval of September 13, 2016 Meeting Minutes

A motion was made to approve the minutes of the September 13, 2016 meeting, as written, by Ms. Roeseler and seconded by Ms. Carleton. All ayes by voice vote.

Citizen Participation

None

Business (**Committee chairs identified in bold**)

Report from Wyoming Branding Standards Committee (**Brenda** and Margie):

Nothing new to report.

Report from the Communication Committee (**Brad**, Ron, and Val):

Mr. Stoppenhagen provided a written status report of the blog to date, including statistics collected from the site. A schedule of upcoming articles was also provided. Additionally, the sub-committee is receiving article suggestions from visitors to the site. The first video was posted to the blog site today, which was a video produced by Mr. Walton from the Exotic Wheels and Wine event.

Report from Photo Library Development Committee (**Beth**, Jim, and Margie):

Ms. Roeseler provided an update on the recent events and activities that have been photographed. These have been added to Smug Mug. The Smug Mug account is currently accessible to the public Ms. Tetley will discuss this with staff to determine if the files should be protected and accessible by only authorized users.

Annual Report Committee (Deb, **Margie**, Sue, Beth, and Val):

Ms. Carleton reported that the project is on schedule. Photographs continue to be uploaded to Smug Mug and some additional photos will need to be taken. Ideas for major articles for the report were discussed.

Community Events Publicity Committee (Jim, **Sue**, Brenda, Deb, and Margie):

Nothing to report at this time.

New Resident Packet and New Resident Welcoming Strategies Committee (Beth, **Deb**, Val, Sue, and Ron):

Ms. Grannan provided a sampling of pictures to be used for the new resident packet note cards. The Commission discussed what the photos should include, such as should they show individual homes or a group of homes. Of the samples provided, the Commission selected image 1, 4 (but a better picture of the gazebo from the fall pictures provided by Jim), and 6. Options from Smug Mug were reviewed and suggestions will be sent to Brenda. Once they are finalized, Ms. Tetley will coordinate with Graphic Village for printing. It was decided that one card should be of Centennial Park and one should include more diverse architecture in a different season than the others. Ms. Previs is continuing to work on drafting the new packet insert. Ms. Stonehill provided samples of packaging options for the new packet. The packets would still be provided inside a canvas bag when delivered.

- Other:
  - Logo Use Policy: Nothing to report.
  - Information Kiosks/Lobby Improvements: Nothing to report at this time
  - Civic Center/Recreation Center Branding and Marketing: Nothing new to report. This is on target for fourth quarter of 2017.
  - New projects: Nothing to discuss at this time

Miscellaneous

Ms. Stonehill commented that the presentation to City Council went very well. A copy of the handout provided at the meeting was passed around to the Commission members to view. The members were thanked for their efforts.

Adjournment

Meeting adjourned at 8:32 p.m.

Submitted by:

Lynn Tetley

City Manager