

MINUTES

TITLE: Information and Publicity Subcommittee
DATE: Wednesday 20 July 2005
TIME: 8.30 am
VENUE: Downstairs Meeting Room, 189 Queen Street,
Richmond

PRESENT: Crs E E Henry (Chair), P K O'Shea

IN ATTENDANCE: Corporate Services Manager (D G Ward), Environmental Education Officer (B Webster), Publicity Officers (M Raffills, A Langley), Corporate/Engineering Administrator (V M Gribble)

APOLOGIES

Moved Crs O'Shea/Henry
FN05/07/01

**THAT apologies from Cr Kempthorne for absence be sustained.
CARRIED**

1 MINUTES – 22 JUNE 2005

Moved Crs Henry/O'Shea
FN05/07/02

**THAT the minutes of the Information and Publicity Subcommittee held on 22 June 2005, containing resolutions numbered FN05/06/01 and FN05/06/02 be received.
CARRIED**

2 CHAIRPERSON'S REPORT

Cr Henry tabled her report for July 2005. Cr Henry reported on the Information and Publicity Workshop that had been held last week.

2.1 Publicity Strategy

The Subcommittee reviewed the Publicity Strategy.

Mr Ward acknowledged Mr Raffills' input into the strategy.

Moved Crs O'Shea/Henry
FN05/07/03

**THAT the Publicity Strategy, as presented, be adopted.
CARRIED**

2.2 Information and Publicity Policy

Mr Raffills tabled a final draft of the Information and Publicity Policy.

**Moved Crs O'Shea/Henry
FN05/07/04**

**THAT the Information and Publicity Policy be adopted, subject to minor alterations.
CARRIED**

Cr Henry and the Corporate Services Manager to liaise with the Chief Executive concerning the implementation of the Policy.

2.3 Launch of New Website

Cr Henry advised that the launch of the new website will take place on 21 July 2005. She congratulated staff and DryCrust for the many hours of work that have gone into this project.

**Moved Crs Henry/O'Shea
FN05/07/05**

**THAT the Chairperson's report for July 2005 be received.
CARRIED**

3 PUBLICITY OFFICER'S REPORT

A draft publication timetable for Newsline – The Mag to 28 February 2006 was tabled.

The ASB Bank Aquatic Centre signs on site will be changed periodically. It was reported that numbers attending the pool during these school holidays are up 100% on the last school holidays.

Cr O'Shea requested that clarification of Welcome to Motueka signs and entrance way signs be made to Our Town Motueka as there had been some confusion with them.

It was noted that spiral bindings aid reading by allowing a booklet to lie flat. Samples and costs of spiral bound booklet to be sought.

4 NEWSLINE – THE MAG

A Langley noted the changes required. Track changes are to be used for future individual editing.

It was agreed to insert the ecofest page/pamphlet into Newsline – The Mag pages 5 - 8.

Newsline – The Mag will be signed off on Thursday 21 July 2005 and will be distributed to householders during the week commencing 1 August 2005.

5 CONTENT FOR NEWSLINE 117

Suggested content for Newsline 117:

- Community Services Award winners
- Waste minimisation
- Civics education
- Mapua Rehabilitation site update
- Ecofest highlights update – photos
- ASB Bank Aquatic Centre update

The meeting concluded at 9.45 am.

Confirmed:

Date: