



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

COMMUNICATION COMMITTEE

Thursday, December 28, 2023 - 6:30 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve meeting minutes from Thursday November 30, 2023.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

UNFINISHED BUSINESS

2. Motion to discuss details of the Business Directory

3. Motion to discuss details of the quarterly village newsletter.

ADJOURNMENT

KR 12/20/23



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COMMUNICATION COMMITTEE

Thursday, November 30, 2023 - 6:30 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

PRESENT

Trustee Kristi Richardson

Judy Fiene

Amelia Watkins

ROLL CALL

APPROVAL OF AGENDA (Voice Vote)

Motion made by Judy Fiene, Seconded by Amelia Watkins. Motion carried by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Approve meeting minutes from Thursday Oct 26th, 2023 meeting.
Motion made by Amelia Watkins, Seconded by Judy Fiene. Motion carried by voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

NONE

OLD BUSINESS

2. Motion to discuss details of Business Directory
Motion by Judy Fiene, Seconded by Amelia Watkins. Discussion occurred.
3. Motion to discuss details of quarterly village newsletter
Motion by Amelia Watkins, Seconded by Judy Fiene. Discussion occurred.

ADJOURNMENT

KR 11.27.23

Motion by Judy Fiene, Seconded by Amelia Watkins. Motions carried by voice vote. Meeting adjourned at 7:57pm

BUSINESS DIRECTORY DETAILS

Items to be included in the Poplar Grove Business Directory

- All Businesses, Non-profit organizations & Social Clubs with a 61065 zip code that have a registered business license or non-profit tax ID
- Town Map with amenities noted
- Pictures for headers
- Color Coded Categories
- Business Owner Highlights
- Boone County Resources (such as Sherrif Dept, Fire Protection, Library, Park District, etc)
- Schools
- Government

Each listing should include:

- Company Name
- Address, if app
- Phone Number or Email Address
- Description

CATEGORIES

Food & Drink

Animal Services

Professional Services

Place of Worship

Relaxation & Entertainment

Health & Wellness

Beauty

Automobile & Gas

Education

Social Clubs

Non-profit Organizations

Landscaping & Lawn Care

Financial Institutions

Utilities

Parks & Recreation

Quarterly Village Newsletter

Breakdown of what to include:

- Summary/status of past Village projects
- Key Points from Board Meetings – what’s in it for me as a resident?
- Quick Note from Village staff
- Calendar of Upcoming Community Events
- Link to the Business Directory
- Short Column of Town History
- Photographs from residents around town
- Quote from local leader: What makes Poplar Grove Special?

Publishing Breakdown & Timeline

Spring – 1st week of March

Planning in Jan
Rough Draft Feb
Publish - March

Summer – 1st week of June

Planning April
Rough Draft May
Publish June

Fall – 1st week of September

Planning July
Rough Draft August
Publish September

Winter – 1st week of December

Planning October
Rough Draft November
Publish in December

How to disseminate Newsletter

- Village Website
- Village Facebook Page
- Email Sign Up