

Bunker Hill Community Unit School District #8**Public Relations Committee Meeting – Open Session Minutes****Date:** Monday, May 1, 2017**Time:** 7:00 p.m.**Location:** Office of the Superintendent**Person Taking Minutes:** Melisa Wright**Person Recording Minutes:** Melisa Wright**Names of Members Present:** Monetti, Wieseman, Fulton, Mullink,  
Duckworth (in 7:02 pm), Owen.**Names of Members Absent:** Bauer.**Names of Members Electronically Present:** None**Names of Persons Also Present:** Dr. Buehler, Melisa Wright, Matt Smith,  
Stephanie Cann, Kristi Pennington.**Meeting was called to order at 7:00 p.m. by Committee Chair Julie Fulton.****Roll call was taken.****The pledge of allegiance was recited.****There were no public comments.****Summary of the Discussion of All Matters:**

- **Discussion of District Social Media**

Chairperson Fulton stated she had searched Facebook and discovered that all surrounding districts were using Facebook as an outlet for providing information to parents and the community. She felt it was time that Bunker Hill started utilizing social media as a tool of communication. Discussion followed on how to prevent negative or profane comments, who should be page administrators, what should be posted, and how to keep the page “safe”. The committee decided that a page should be started as soon as possible.

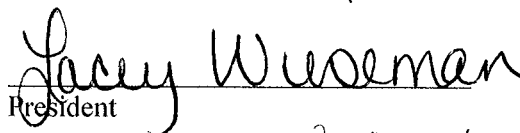
- **Website Update (Copies of Annual Audit, etc.)**

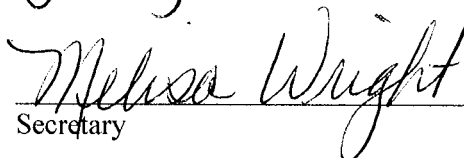
Chairperson Fulton then discussed how the website was not being utilized. She felt that information was difficult to find and the search tool did not assist with this problem. Discussion was held. It was determined that more tabs and keywords should be used. The committee also felt that documents should be placed in multiple areas of the site or linked to make them easier to locate.

**Adjourn**

Motion by Wieseman, seconded by Owen, to adjourn the committee meeting at 7:26 p.m. All present were in favor.

**Time of Adjournment:** 7:26 p.m.

  
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President

  
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Secretary