

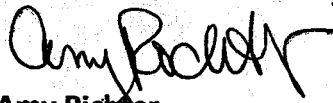
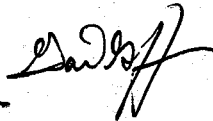
**Internal/External Committee Meeting  
Tuesday, May 15, 2018**

**Present: Council committee members: Amy Richter, Kathleen Zech, James Sunderhaus and Chair Gail Griffin. Other Council Members: David Voss and Dennis Dinkelacker.**

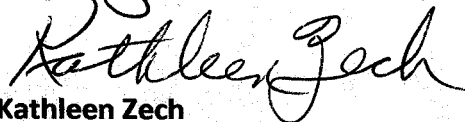
**The meeting was called to order at 7:01 pm by Chairperson Griffin. The purpose of the meeting was to discuss the draft of the Public Information Associate (POA) job description. There was much discussion surrounding the need for and usefulness of a social media individual to provide marketing services and on-going information to Cheviot residents. Mr. Voss asked if there were public records retention requirements for social media, such as Facebook. This will be addressed at the next meeting.**

**The meeting was adjourned at 7:29 pm**

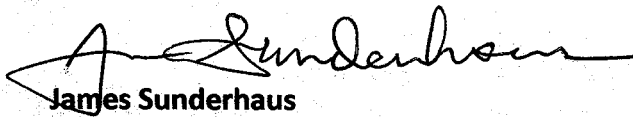
**Respectfully Submitted,  
Gail Griffin/Chairperson**



**Amy Richter**



**Kathleen Zech**



**James Sunderhaus**