

# **Athens City Commission on Disabilities Outreach and Communication Committee**

**June 10, 2025**

**Berry Conference Room City Building, Athens, Ohio**

**[\(ADA-requested virtual access\)](#)**

**5:30 p.m. – 6:30 p.m.**

## **Agenda**

Call to Order

Establish Quorum

Approval of Minutes from April 8, 2025

Communication Plan (Hahn)

- Continued planning

Announcements

Next Meeting

- The next meeting is scheduled for July 8, 2025, 5:30 p.m. – 6:30 p.m., Berry Conference Room, City Building, Athens, Ohio.

Adjourn

# **Athens City Commission on Disabilities Outreach and Communication Committee**

**April 8, 2025**

**Berry Conference Room City Building, Athens, Ohio**

**(ADA-requested virtual access)**

**5:30 p.m. – 6:30 p.m.**

## **Minutes**

Members Present: Michelle Hahn, co-chair; Debra Burleigh, co-chair; Carolyn Bailey Lewis

Members Absent: Melissa Kitrick

Guests: Jack Meermans from the student senate for Rees Morris; Drew Hoffmaster

Call to Order: Hahn called the meeting to order at 5:30 p.m.

Establish Quorum: A quorum was established.

Approval of Minutes from January 14, 2025 and March 11, 2025: Corrections were made to the March 11, 2025 minutes. Lewis moved to approve the minutes from January 14, 2025 and March 11, 2025 as amended. Burleigh seconded the motion. The motion passed unanimously.

### **Communication Plan**

- Hahn reviewed the full list of communication contacts; several necessary changes and additions were noted, and Hahn will continue those updates; The potential for having email lists for each group of contacts, such as media, interested folks, local agencies, etc. was raised' Hahn will explore the options; The list will be shared commission- and committee-wide when it is completed.
- Hahn shared a draft communication plan, listing potential outlets, such as local news media, student publications, and the commission's social media, as well as a possible calendar of content for each; Discussion ensued as to the proposed frequency (monthly) and whether it would be feasible to do

monthly in every outlet, cross-publish content across outlets, and whether the content would be appropriate for every outlet; There was agreement that it was more feasible to spread the content out, possibly providing monthly coverage overall but distributed to different outlets each month; The committee will continue to iron out the details and finalize the plan.

#### Potential New Members

- Birch Moonwomon has declined to join the committee.
- Rees Morris from the Ohio University student senate is still interested, and plans to send another student senate member in his stead when unable to attend.
- Drew Hoffmaster, a student journalist with The Post, is interested in being a member.

#### Announcements

- There were no announcements.

#### Next Meeting

- The next meeting is scheduled for May 13, 2025, 5:30 p.m. – 6:30 p.m., Berry Conference Room, City Building, Athens, Ohio.

Adjourn: Burleigh moved to adjourn the meeting. Lewis seconded the motion. The motion passed unanimously. Hahn adjourned the meeting at 6:33 p.m.