

Agenda
Lower Salford Township
Communication Committee
June 19, 2024
7:30 p.m.

1. Call to order
2. Call to approve minutes from the May 2023 meeting - Chairperson
3. Call for public discussion and visitor comments - Chairperson
4. Old Business
 - a. Off-site meeting venue solicitation – Kevin
 - i. Pheasant Run Apartments
 - ii. Village Square Apartments
 - iii. Mark Twain Apartments
 - iv. The Birches at Harleysville
 - v. Arbor Square of Harleysville
 - vi. Montgomery Woods Townhomes
 - vii. Park View at Oak Crest
 - b. Resident welcome letter/packet – Kevin
 - i. Final letter
 - ii. Letter distribution status
 - c. New Resident Page (Township website)
 - i. Content recommendations
5. New Business
6. Closing

'New Resident Page' guiding principles

1. Content should be simple and not wordy
2. Content should be informative from a New Resident view point
3. Content should be easy to navigate
 - a. Visually clear
 - b. Not hard to find topic/links
 - c. Needs to have an obvious organizational structure, e.g. alphabetical, To make it easy to find topics without scrolling through the whole packet
4. Content should make use of pictures and videos
5. Avoid links to other sites
 - a. Links to other sites should open a new browser session, and leave the Township session active
6. Content should be presented using web pages, not PDF files
7. Content should include information on community resources
8. Make use of QR codes

Content suggestions

1. Welcome letter
2. FAQ information
3. Township Quick Reference Guide