

Administration/Communications Report September 2016

- Shifted Town monthly e-newsletter to internal (both content and design) using our Constant Contact account.
 - Completed media list for press releases custom to Town.
 - Sent press releases for Boosterville, new milling machine, brush & limb collection and ZFD pancake breakfast.
 - Multiple media hits in various publications: Times Sentinel, Current in Zionsville, IBJ and Zionsville Magazine.
 - Took over receiving Special Events Applications and sharing internally with the team.
 - Added Archive Center link to the homepage (link to all department monthly reports and all press releases).
 - Took over mobile app so Town can edit and add content (in collaboration with the Chamber) and added our events calendar and Parks to the app.
 - Added Town e-newsletter link to the homepage (link to sign up for our e-newsletter).
 - Took pictures of all parks and added pictures to the website and worked with Matt Dickey to update park descriptions.
 - Created Facebook event for ZFD Pancake Breakfast and early October Parks Department events.
 - Interviewed with Zionsville Magazine for October article.
 - Met with Jan at Maplelawn Farmstead and toured the facility.
 - Met with Zionsville Cultural District re: Bicentennial Torch Relay coming to Boone County.
 - Meet with Molly Whitehead and Abbie Samson from Boone EDC.
 - Met with Chamber to discuss Town/Chamber app opportunities.
 - Attended HOA roundtable meeting.
 - Attended inaugural State of the Schools Address.
 - Attended Boone County Council LIT meeting.
 - Attended Chamber of Commerce marketing meetings.
 - Attended Town Council meetings and new Town Hall team meetings.
- Social media updates:
- Twitter: 4345 followers
 - Facebook Town: 4428 likes
 - Facebook ZFD: 2600 likes
 - Facebook ZPD: 2430 likes
 - Instagram: 961 followers