

OBJECTIVE	Strengthen partnership between the DDA Board and Village Council through consistent, structured, and transparent communication.	
Strategic Goals		
- Build mutual understanding of shared responsibilities and priorities		
- Align decision-making and timelines		
- Improve transparency and information flow		
- Reduce duplication or conflicting efforts		
- Strengthen trust and accountability		
Communication Channels		
Method	Purpose	Frequency
Joint Quarterly Meetings	Strategic alignment & shared updates	Quarterly
Email Briefings	Summary of key DDA board decisions/actions	Monthly
Village Manager Reports	DDA inclusion in Village admin reports	Monthly
Annual Working Session	In-depth planning, vision alignment	Annually (Jan/Feb)
Collaborative Task Teams	Project-specific communication	As Needed
Shared Google Drive	Access to minutes, plans, budgets	Ongoing
Meeting & Communication Calendar		
Activity	Timing	Lead
Set Annual Joint Meeting	January	DDA Board Chair & Villiage Manager
Review Communication Plan	Q1 Annual Review	DDA Organization Cmte
Council-DDA Q Updates	Q1, Q2, Q3, Q4	DDA Director
Annual Partnership Survey	November	DDA Board Admin
Roles & Responsibilities		
Role	Responsibility	
DDA Chair	Initiate meetings, co-develop agenda with Village Manager	
Village Manager (VM)	Relay updates to Council, confirm action alignment	
DDA Director	Create briefing reports, share documents, handle logistics	
Clerk/Support Staff	Documentation, meeting invites, file access	
KPIs to Measure Communication Strength		
KPI	Target	
# of Joint Meetings Held	≥ 4 per year	
% of Council/DDA Members Feeling "Informed" (Survey)	≥ 85%	
On-Time Meeting Minutes Shared	100% within 5 days	
Communication Satisfaction Rating	≥ 4 out of 5	
# of Shared Projects/Initiatives	≥ 1 per year	
Annual Plan Review Completed	100% by Q1	