

**Communication Committee  
Minutes for 12 October, 2019  
Pool Pavilion  
10:00 a.m.**

*approved / P. Kay  
1/15/2020*

**1. Call Meeting to Order.**

Meeting was called to order at 10am

Attendees

Polly Kay

Debra Manoogian

Augie Moran

Roy Samuelson

Laura Williams

(Member not present: Jennifer Emett)

Visiting: Vicky Kraft

**2. Approval of minutes for September 14, 2019**

**3. Updates from September meeting**

No Co-Chair permitted.

Discussed Director of Communications position, and if Roy is a fit

Clarify CC&R's not rewriting, but highlighting (plucking out existing language to focus on some community essentials commonly overlooked, like dark sky rule, nuisance and noxious noises, etc.)

Protocol of member messaging/emails: instead of three different outreaches, with potentially contradictory responses, consolidate to one web form, one email address, one point of contact that can be disseminated to appropriated personnel.

What is the system / How do complaints arrive currently? Website, ccc, email

**3. Topics discussed and Recommendations:**

Vicky: "If we can post in lobby, why not on social media?" (problem of privacy vs. public social media concerns. One possible solution: share with Vicky a link to our website with specific updated information, which can be behind log-in wall to make sure only residents have access)

**New Member Packet**

Polly is reviewing documentation from General Manager, and will report back November

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**Meet and Greet**

November 3 (why November? why Sunday? Is this rec committee, or planning committee?) Would a Summer date be better?

Roy and Polly at reserved table, sign in for email blasts including condor, welcome packets, list of all committees, "how people get information?"

Debra suggested sharing what our business center provides

Laura: Condor deadline for ads is 10/14, print available 28th. (Cutting it too close to promote for this upcoming October.)

Tony reached out to 3 potential new members. Small group is just as good with 5, too.

Debra - OK to send minutes for approval digitally before meeting

**4. Anticipated 2019 November agenda:**

Review Meeting notes

Polly: General Manager updates

Post mortem: Meet and Greet

Follow up on tasks from October

Outreach to committess and groups results

Other business

Regards,

Roy Samuelson, Secretary, Communications Committee

(Addendums: 2019 November tasks, overall aka backburner tasks)

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**Addendum: Tasks for November**

**Polly**

Website updates – Communicate Committees ideas with Ronni

Digitize PDF docs on website with text, instead of image based (check with Roy)

Connect with Vicky Kraft - list of different Facebook pages (including pmc rocks)

Meet with General Manager Karin, Board Director Bill Lewis, and Vicky, RE:  
"communicating crime issues to our community"

Outreach groups and committees:

Various Facebook admins, including:

PMCPOA page (currently monitored by Patrice)

news and events (public — 4k people, sheriff)

pine mountain club - only residents. includes frazier, lockwood. civiilan sheriffs)

other groups?

Patrol Office

Community Emergency Response Team (CERT) - Polly (Tom Yancy)

Governing Documents Committee

Equestrian Committee

Emergency Preparedness Committee

**Augie**

outreach:

Condor newsletter

PMCPOA Website

Transfer site

“Aging in Place”

Greens and Grounds Committee

Election Committee

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**Tony**

Check on general email, Condor

Who sets time and date new member meet and greet?(planning or rec committee?)

Director of Communications needed?

**Roy**

send to Comm Committee members PMCPOA 2016 5 year strategic plan to review requirements

send to Comm Committee members the Charter for Comm Committee to review

Check with helping digitize Vicky Kraft's "living in PMC" doc

connect with Polly with digitizing scans for OCR

Check with PMC office (Adele) Are there native files, instead of photo scans? Can they be text based?

outreach:

Business Office

Planning Committee

**Debra**

Outreach contact for:

Post Office - including when boxes full, hours open, etc.

Merchants and cottage industries

Commercial properties

Budget & Finance Committee

**Laura**

outreach:

Facility Task Force

Recreation Committee

Environmental Control Committee

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**Jennifer**

Online calendar, text messaging opt ins (brainstorm ideas, suggestions, implementations)

**Outreach suggested details to gather:**

Name of committee or group

Contact name, email, & phone number (if you don't know how to reach a contact, check PMCPOA business office Reception, email is [receipt@pmcpoa.com](mailto:receipt@pmcpoa.com))

and introduce yourself from the Communications Committee, and our commitment to reach our residents with vital information from your group, specifically:

"Any urgent messages you want community to know?"

"Any ongoing messages?"

"When's a good time monthly to reach out to you to check in (before or after committee meeting, etc.)?"

(If you'd email Roy a few days before our November meeting, he'll consolidate it all and have ready to distribute for our meeting.)

**Addendum: Overall tasks (backburner)**

Review our Communications Committee Charter

Digitize new member packet (OCR, text based), update (e.g. LA times doesn't deliver)

Driving conditions alerts

Presence on Twitter? Instagram? YouTube?