

Communications Committee - 2019 November 9 Minutes (unapproved)

approved
P. Kay
1/15/2020

1. Call Meeting to Order. Approval of minutes for October

Meeting was called to order at 10am

Attendees (p = present)

Polly Kay, chair - p

Debra Manoogian - p

Augie Moran - p

Roy Samuelson, secretary - p

Laura Williams - p

Members not present

Jennifer Emett

Visiting

Lee West

Cam Acosta - board, visit

Mary Hanson

Vicky Kraft

2. Updates from October meeting

Debra, Roy second, minutes unanimously approved

Agenda:

minutes for Sept approved, no updates

General Manager updates

ccc's process and timing, and review

Follow up on tasks from October

Outreach to committees, and groups results

Augie: Review the new New Members package to the old New Members binders

Tony: Charter edits (specifically Director title, Vice Chair, etc.)

Other business

3. Topics discussed and Recommendations:

Polly - outreach to be shared with all on one document

patrol (add to email: no snow play, winter, pets sheltered not unattended dusk to dawn, winter parking, towed)

From John Cantley and Bill Lewis: **updating website, so there's a link for committees to manage themselves** what is going on?

Polly - review CCC

Roy - discussed OCR of existing documents to website, use website as one official source, and make text searchable to be ADA compliant Currently, not compliant. NorthStar, lawsuit for website.

Tony - suggested adding tags, doesn't need to be selectable. We need to recommend compliant.

Mary - Jonathan Gillium (sp?) - is on planning and can look and may be able to help to contact Polly.

Debra - retailers, commercial are distinct groups.

Tony - Doesn't know who sets time and date Meet and Greet.

Mary - thinks Director of Communications was created for ccc box - direct those to different committees.

Augie - Reviewed the new New Members package to the old New Members binders

sheets, pamphlets. But old member, tabs, useful.
Money to create for useful?

Augie - Advertisers? To recoup the money?

Existing pamphlets photocopied, some logos upside down.

Mary - suggest c1, c2, c3 (c4 discontinued) c5. **Communications committee should look over and be sure it confirms.** Eg c1 association and membership. include email, written monthly newsletter, website, ccc box, bulletin board electric radio station, printed weekly bulletin of events. **Review c3 asap**

How to facilitate flow from POA to appropriate committee first? Currently, things get lost. Ideally: start with committee, then gov docs, then board.

Motion to recommend to board that website be made ADA compliant.

Debra first, Second Roy. Motion unanimously approved

Motion to recommend the POA send out information of what's going to happen with sb323, and how to opt out from having your email address shared outside of POA business (e.g. create a pdf form and/or email option, and attach to email blast and/or Condor.)

Debra first, Augie second, motion unanimously approved

Explore community fair idea to unify with PMCPOA association, and village businesses, merchants, cottage industry.

Motion to recommend that general manager let Verizon know that users are having issues.

Laura filed, Augie seconded; unanimously approved motion.

Anticipated 2019 December agenda:

Committee members each review and contribute to Outreach document

Follow up on minutes from November 2019

Charter updates (including removing "Director of Communications" from Charter)

meeting ended 11:10am

Regards,

Roy Samuelson, Secretary, Communications Committee
(Addendums)

Addendums

3 Motions from 2019 November Communications Committee:

1. Recommend to board that website be made ADA compliant.
2. Recommend the POA send out information of whatâ€™s going to happen with sb323, specifically how to opt out from having your email address shared outside of POA business (e.g. create a pdf form and/or email option, and attach to email blast and/or Condor.)
3. Recommend that general manager let Verizon know that users are having issues.

Notes: Email any Verizon cellular problems to angels@akitaangels.org
(Verizon tower is owned by an outside company; two new antennas were added early November 2019.)

Meet and Greet takeaway: Vicky - spent 2 hours answering questions. Include more village people. New residents couldn't make it. Some owners don't come back to march or february. How to reach everyone? Open up to community. Twice a year would be beneficial to new people.

Roy - personal goal is to facilitate establishing communications standards, including outreach. (As secretary, overstepped my bounds after October meeting, now communication goes straight to chair instead of from secretary.)

Mary - historically, cost about \$6000 to do binders of all our documents for new members, so it was discontinued; annually we as communications committee have an obligation to prepare budget - generally in february. As we put charter, request for funds, included in annual budget, to include what we think is important. Previously, took 6 months to assemble, but worth it.

Tasks:

Roy create google doc to contribute to outreach, to be shared via Polly

Debra will do foot work with both Merchants and Tenants for Community Fair "test the waters" that includes the Association businesses, merchants, cottage industry; ideally planned for Spring 2020

Polly

Mary Hansen can help with form for SB323 opt out

Get c3

Connect with Jonathan Gillium - is on planning and can look and may be able to help with web compliance to ADA standards

Augie

Find out where pamphlets that were recently mailed originated?

Tony

Follow up with PMCPOA office on who decides what time and date for "meet and greet"

All

For December meeting, Make notes and thoughts on Communications Committee Charter.

Consider what we need budget for

Monthly outreach to various committees as assigned