

December 14, 2019 Minutes REVISED (to be approved)

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

### **1. Call Meeting to Order. Approval of minutes for December**

#### **Meeting was called to order at 10:01am**

Attendees (present): Polly Kay, Debra Manoogian, Jennifer Emmett, Mary Hanson, Lee West, Augie Moran, Roy Samuelson, secretary. Board liason - Tony Harmon. Not present: Laura Williams. Vicky Kraft visiting.

#### **2. Planned Agenda:**

Budget committee discussion, general communication responsibilities and tasks

**For committee approval:** proposal for website access for various PMCPOA groups

#### **3. Topics discussed and Recommendations:**

**Intention of outreach** is to reestablish relationships with other groups and committees to find out what's happening in our community. Submit Condor article to share what we are doing

Outreach document: explore systems, any tutorials for sharing

**Budget:** To assist General Manager and Board or Directors for costs outside of maintenance and repair, submit separate forms with estimates for approval.

**Binders for documents:** estimate 200 3-ring binders with tabs, and have pdf digital version. Estimate \$2500.

**Website:** Currently, Northstar Point of Service, hackability protection requirements. Still need compliance with ADA requirements. Include Video elements, similar to historic DVD sales video. Digitized (web link) version can be easily converted to DVD for those who wish. Possibly do this in phases and with multiple videos. Cost to rebuild website unknown.

**Motion to have each PMCPOA committee, department, club and guild (restaurant, lounge, rec department, quilt club, etc.) share photos, videos, stories, schedules, agendas, announcements, etc. on their own web link within PMC website (not social media channels).** Debra approved, Jennifer second. Motion unanimously approved.

**Meeting ended 11:10am. Next meeting January 11th, 2020**

Regards,

Roy Samuelson, Secretary, Communications Committee