

# MONTHLY MEETING MINUTES – COMMUNICATIONS COMMITTEE (CC)

MARCH 14, 2020

**ATTENDEES:** Augie Moran (Meeting Leader), Jennifer Emett, Secretary, Debra Manoogian, Lee West

**NOT PRESENT:** Polly Kay, Chair, Tony Harmon, Board Liaison

1. Meeting Called to Order at 10:09am
2. Approval of previous meeting's minutes
  - a. February 2020 minutes were approved via online and final version provided to Tony via email.
3. Motion to modify the order of agenda items; 2<sup>nd</sup> and all approved
  - a. Review Chair Comments
  - b. Charter
  - c. CCC Box report
  - d. PMCPOA Website
  - e. Condor
  - f. Old Business
  - g. New Business
4. Tony, Board Liaison report/updates – **SKIPPED (Tony not present)**
5. Chair Report (Polly): Augie read the comments provided by Polly (refer to agenda - ***reduced to highlights***):
  - a. I (Polly) met with previous Chair 'Connie'... She has a lot of experience with this committee and I felt meeting her was very helpful.
  - b. Attending the Elections Committee meetings being held weekly ... pass along any candidates that our committee would like to add and Polly will bring to the Elections Committee. There will be three positions available.
  - c. I have been attending the meetings that involve all the committee Chairs ... These meetings are held quarterly.
  - d. We (CC) need to take back ownership of the Volunteer Recognition Program and Meet and Greet event. Because our committee has been dark, other committees have managed these two responsibilities, but because it falls under our responsibilities/Charter, we are being asked to take the lead again.
  - e. Discussion:
    - i. No one had suggestions for potential candidates. A few CC members said they have been asked to run however all agreed they are not able commit to the level required for a BOD member.
    - ii. CC ought to take back ownership of the VRP and Meet and Greet Event since it has always been in the Charter: further discussion tabled and will be included in CC Charter.
6. Communications Committee Charter
  - a. Current Charter Draft was reviewed, paragraph by paragraph.
  - b. Several motions were made to update the charter. Each suggestion was motioned, seconded, discussed and approved by those present.
  - c. The updated Draft will be submitted by Jennifer to the group via email.
7. CCC Box report
  - a. Augie read the comments and we agreed no comments were required.
8. Remaining agenda items were tabled until next meeting.

Meeting Adjourned at 11:05am

Next Meeting will be held April 11<sup>th</sup> 2020