

COMMUNICATIONS COMMITTEE MEETING AGENDA
April 11, 2024 at 3PM
Ceres Gleann Clubhouse

**Barbara Trimble and Nancy Hauge made a motion
to approve minutes on April 18, 2024 by email.**

Attending

- Barbara Kerr
- Jen Jackson
- Barbara Trimble
- Shirley Hixson
- Karen Garcia
- Denise Seith
- Laura Lee Pedersen
- Janet Potter
- Barbara Connell
- Nancy Hauge
- Barbara Decker
- Jerry Breitbach
- Judy Gram

Call meeting to order

- Determine Presence of Quorum
- April 14, 2023 Minutes approved 4/25/2023
 - Denise Seith approved the minutes and Pete Reed seconded it by email.

Old Business

- Salad Potluck that we hosted
 - Was a success and one of the first pot lucks (for our committee) since the pandemic
 - Now we have the 'formula' of what to bring and request
 - We had too many of most ingredients but now we know
- Change to CG Resident List Policy
 - Elimination of the option of not being listed on the onsite version of the CG Resident list
- New policy for news about neighborhood deaths
- Backup for Weebly login info for our websites
- 'Did you Know' items in the newsletter
 - Jen ran out of ideas...but will be repeating things again since it's been a year and adding a reminder to check out the list of committees/members on the website, the new providers list

New business

- Changes in the team membership/roles
 - Ron Oliveira is new to the Editorial team
 - Leann Long left Facilities team and is no longer doing the calendar
 - Rhonda Armes is no longer on the Editorial team
 - We also discussed the challenge of keeping the list of committee chairs and members current since changes happen and the chairs forget to let Denise know to update the information on the website
- Recommendation to change the Friday deadline for the newsletter
 - It's official that we are making this change to avoid confusion
 - Also will have the date of the publication on the A & Rs vs. the Sunday date
 - Pot luck ideas
 - We agreed to host both the decorating/undecorating party in December. We will provide refreshments.

Sub-committee reports

- Welcome Committee
 - Since October 2021 (when Shirley Hixson came on the committee) we have welcomed 20 homes with new residents.
 - Most people are open to a welcome visitation but sometimes we have someone who prefers not to elect to have a visit.
 - The team has an eye out for people who are moving out so they are ready to welcome the new neighbor and ask them to fill out an Age Verification form (goes to Candy Carlisle) and contact information that goes to Barbara Connell.
 - The welcome meetings are usually intended to last for 30 mins or so but the team is flexible when the neighbor wants to visit longer; often people have some questions about the handbook and sometimes research is needed to get the answers.
 - If you have changes that need to be reflected in the Welcome Book, let Karen know.
 - The team did a lot of work over the past year to reconfirm the supplier list and that the vendors there are still in business. The current updated version is on the website.
 - We all agreed that it would be good to have a manual copy of the Welcome Book in the clubhouse and Shirley is going to make sure that happens (labeled with a Do Not Remove label)
 - Shirley confirmed that she will put the new clubhouse code into the Welcome Book
 - Shirley said she found out that H2O loans walkers, wheelchairs, and canes, but not crutches.
- Website
 - Quality of the website is only as good as the information as Denise gets which she changes almost as soon as she gets it
 - We only had 96 people visit the CG Resident website in the past month.
 - Jen and Denise are working on getting Jen cross-trained to some degree just so there is a backup.
 - We acknowledged that some of the photos are 'dated' in the website and Denise is glad to update photos if a resident sends an updated one and tells her what to replace.
- Calendar
 - The calendar is now being managed by our Communications team, not the CFC committee
 - CFC committee creates the clubhouse monthly calendar.
 - Jen adds the other community events to the calendar and submits it to the newsletter editor.
- Newsletter and Announcements & Reminders
 - Jen updated Editor Guidelines in the process of training our newest Editor
 - Included creating a checklist of items to look for on Newsletter weeks
 - Will be sending those out to each editor before they start their 2 month term to serve as a reminder of the guidelines and ease the transition.
 - Jen will put something in the next newsletter saying that Yahoo recently made some security changes and is causing deliverability issues with the newsletter for some residents. (they need to check their spam folder and give permission to the CG Announcements emails).
 - Recommendation to change the monthly newsletter publication date to the LAST Friday vs. the 4th Friday to avoid confusion.
 - Jen will post this change in the May newsletter and change the information in the box at the bottom of each A & R to say '5th Friday'

- Neighborhood Watch
 - Neighbor Watch contact at the Police Department has changed and Laurel Lee will be announcing that in a future newsletter.
 - Laurel Lee is working with the block coordinators to update the emergency contact information
 - Laurel Lee talked about the recent break-in and suggested that people check that they have windows that aren't easy to pop out (that was the point of entrance to their home) and also suggested that residents consider having a security system like SimpliSafe which is only \$30/month. She is inviting all of us to email her with ideas for how to deter break-ins like this in the future and will put something in the May newsletter.
 - Laurel Lee will also be sending out information about the 'Two Weeks Ready' program.
 - Laurel Lee suggested that we have a generator for the clubhouse but Judy indicated that it would be very expensive to rewire the clubhouse.
 - Laurel Lee will be looking into a future emergency preparedness and/or home security speakers.
- Phone list
 - We only have 3 people who don't use or have email and need to be called for emergencies.
 - Nancy will call 2 out of 3 to let them know about the recent break-in.
- Contact list
 - Barbara Connell is planning to publish the next list later this month and she will be working with Judy Gram re: distribution of the printed copy.
 - She put out a request to the welcome committee to make sure that they let Barbara know when there are new residents to add to the list.

Financial forms

- If the Ceres Gleann prepaid cards at Hometown Postal are 'empty', you can either reload it yourself and submit a Reimbursement form or let Barbara or Jen know and we can reload it with funds.
- We have 3 separate printing cards at Hometown Postal: Communications Team (for newsletter printing), Welcome Team, Neighborhood Watch)

Community comments and concerns

Adjournment

Jen Jacksom called for this meeting to adjourn and Laurel Lee Pedersen seconded it.

