

COMMUNICATIONS COMMITTEE MEETING MINUTES

Approved 4/25/2023 Denise Seith approved the minutes and Pete Reed seconded it by email.

April 14, 2023

Attending:

- Jerry Breitbach, HOA Liaison
- Barbara Kerr
- Jen Jackson
- Shirley Hixson
- Denise Seith
- Rhonda Armes
- Nancy Hauge
- Laurel Lee Pedersen
- Barbara Connell

May 16, 2022 Committee Meeting Minutes: Approved via a motion from Denise Seith which was seconded by Jen Jackson.

Welcome Committee (Shirley Hixson):

Barbara Trimble makes the first contact with new residents and collects important information from them and shares that information with the committees that need that info.

Karen and Shirley reach out to set up a time to meet with them to answer questions, etc. They take some goodies and walk through the Welcome Book that Linda Holland keeps updated. Sometimes they have questions and sometimes they don't.

A year ago a welcome coffee was held for people who had moved in during the pandemic and it went well. The team is working on a ladies' social in June this year as an overall welcome and a way to introduce people to one another.

Shirley will talk to Linda Holland about sending any revisions/updates to the Welcome Book to Denise to update on the website (current copy is from 2021).

Website (Denise Seith):

Committees are doing a good job of submitting annual meeting minutes to be posted on the website. We had 135 website visitors last month.

Denise submitted a \$80.64 reimbursement request for renewal of hosting of CGResidents and CeresGleannHOA websites.

Jerry asked whether we have an archive spot on the website for old copies of resident lists, ARC manuals, etc. Denise only keeps those if she finds out about them from committees. Denise suggested that if there is an old/previous electronic copy of the manual that Maryann send it to her.

We also discussed backup plans for access to data. No one other than Denise knows how to get into the website and make changes. Denise and Jen agreed that Jen will be her backup to know how to get into the website which is on Weebly.

Newsletter/A & R Team (Jen Jackson):

Obituaries/death announcements have generated discussion. Currently we only submit a death announcement in the A & Rs when authorized by a family member but sometimes we don't hear from the family. We need to further discuss how to handle this. We agreed that if there is an obituary, it is 'safe' to post in the A & Rs. Otherwise, the editor team would need to reach out to Laurel Lee to get the next of kin info to reach out to ask if we can post something about services, etc.

The team has good ongoing editorial guidelines and a full staff of editors who each have 2 month stints. The group didn't have any feedback or suggestions and offered kudos to the team for the good work they have done.

Neighborhood Watch (Laurel Lee Pedersen):

Laurel Lee said that the police department is hiring a lot of new officers and Brittany Hammill has left her role but is still with Dallas PD. She asked for input about having the new County Emergency Preparedness person come to talk to us. We all liked the idea and she will figure out a time that works, perhaps in conjunction with a board meeting.

She also said that she will be sharing tips in the monthly newsletter for how to be emergency ready ("2 weeks ready"). She will provide her first tip by 4/27 for the May newsletter.

Laurel Lee will provide a form to the Welcome Committee (Barbara Trimble) to give to new residents so their Emergency Watch block captain has their info.

Barbara Kerr brought up that not everyone has a Neighborhood Watch fridge magnet and we aren't currently getting them to new residents when they move in. Laurel Lee will give a stash to the Welcome Committee to hand out with the Welcome Book.

Residents Without Email Phone List (Nancy Hauge):

This is a list of people who don't use email and need to receive a phone call if there are any emergency emails sent to the community. There are only 3 residents on the list now:

- The Blanks
- Kathy Anderson
- Lois Wright

Contact List of Residents (Barbara Connell):

There hasn't been a need to update the list up until now, but there are 3 new names which will be added to the list and the plat map before the next board meeting. (Barbara usually waits until she has 2 or 3 people to add or update) The list will continue to be online only via the website and Barbara will send a post for the A & Rs to tell people where to find the updated list on the website.

If anyone knows someone who says they prefer to have a printed copy, let Barbara Connell know and she will send us a PDF to share with those neighbors.

Barbara Kerr is going to talk to Mike about whether we can eliminate the form that the Welcome Committee gives to new residents, giving people an option of not being listed in the onsite version of the CG Resident list. This would be nice to streamline things since currently 100% of residents are opting in to being listed in the online list.

Communications Committee (Barbara Kerr):

Barbara discussed the Standing Committee List and some formatting restrictions that make it time consuming to make changes to the list. Jen will help her simplify the formatting to make it easier.

Miscellaneous:

Denise suggested that we inject 'did you know' items about resources available on the website and other things that people may forget about. Jen will compile a list of items for editors to insert into the A & Rs periodically. And they will add the Field Trip group to the list.

The committee agreed that it would be nice to see more potlucks again and Laurel Lee volunteered to chair a potluck on August 15th that will be hosted by the Communications Committee. Jen will help her. The theme will be salads: our team can put together a salad bar and people can sign up to bring other salads, bread, and desserts. Jen will check with Leann Long to make sure there is no conflict for an event that would start at 5:30 pm for mixing/mingling and dinner served at 6 pm.

The meeting was adjourned based on a motion by Barbara Connell and seconded by Jen Jackson.

Submitted by Jen Jackson