

CERES GLEANN HOMEOWNERS ASSOCIATION
COMMUNICATIONS COMMITTEE MINUTES (APPROVED)

WEDNESDAY, January 22, 2014

CERES GLEANN HOA COMMUNITY CENTER

The meeting was called to order by Chair Barbara Kerr at 4:00 pm.

The meeting was posted in Announcements and Reminders and in the purple binder in the Community Center.

Present: Barbara Kerr, Sue Olmstead, Linda Holland, Judy Levis, Nancy Hauge, Dwight Dean, Barbara Silvey, Ray Olmstead. A quorum of the Communications Committee was present.

Candy Carlisle, resident, was also present.

The minutes of the August 14, 2013 minutes of the Communications Committee were presented and a **motion was made by Linda Holland to approve the minutes as amended. It was seconded and approved.**

Barbara Kerr stated that a Letter of Resignation has been received by the committee on behalf of Sue Olmstead. It was accepted.

The Chair stated that two applications had been received to replace two of Sue's positions. One had been received from Barbara Connell for the Ceres Gleann Name and Address Contact List and the other had been received from Candy Carlisle for the position of Neighborhood Watch Coordinator. Linda Holland made a **motion that the Communications Committee recommend to the TAC and then approval by the Board, the two applicants. The motion was seconded and approved.**

The Welcome Committee chair, Barbara Silvey reported that there are some changes to the Welcome Binder and she will get the binder from Ray Olmstead, TAC Secretary, so that she and Linda Holland can review and make changes before resubmitting to the TAC and Board at the February 4, 2014 meeting.

The Ceres Gleann website was discussed. Linda Holland wanted to know if it was the Communications Committees responsibility to update the web site. Sue and Ray Olmstead stated "no" it was up to the individual committees to update their items on the web site but that currently, in Announcements and Reminders, we routinely remind the Chairs and Secretaries to update the web sites if we find it is out of date. It also was mentioned that items sent to the web master need to be in .pdf. Minutes loaded to the web site need to be the approved minutes.

Chair, Barbara Kerr reported that she will be traveling until the middle of June and she will not be available for meetings. She would like one or two members of the Communications Committee to help proof the newsletters. Barbara Silvey offered to help back up Linda Holland

for this time. Judy Levis will also be available and advised Linda that she will also need to proof the calendar. Discussion of actual procedure followed.

A discussion on who we could tap to replace Sue for Announcements and Reminders took place. Discussion on possible alternatives including asking 3-4 people to divide up the responsibility followed. Barbara Kerr will discuss with the TAC and Board at the February meeting if no one steps forward. Suggestions were made of possible candidates. Linda Holland volunteered only for 3 months.

Ray Olmstead suggested that maybe an Ceres Gleann E-mail account could be set up allowing committee chairs to put announcements directly into an e-mail and then someone could just send it out. The pros and cons of this were discussed. Ray will talk to web master, Denise Seith, to see if she thinks it might work.

Sue stated that there are concerns that she has about what is or is not put into Announcements and Reminders and that if there is some question, she sometimes has to ask Mike Stewart. Linda Holland stated that she would like some examples listed before she would feel comfortable. Sue will try to remember specific examples and write them down.

Barbara Kerr asked that we have a volunteer and back up for secretary for the Communications Committee. She stated that this is important not only for the committee but someone needs to attend the Resolution Workshop as a part of the standing committees of the HOA. Candy Carlisle volunteered and Barbara Silvey will be the back-up secretary. Both will try to attend the workshop.

Ray Olmstead reported on the Business Operations Resolution before the TAC and Board at the upcoming February meeting and why it is important to the standing committees.

Barbara Kerr thanked Sue Olmstead on behalf of the Communications Committee for her service to the Committee and the HOA.

Dwight Dean stated that he had a request by Larry Samuelson to place 4-5 pages of landscaping documents in the newsletter. All agreed that the newsletter by Russell's Landscaping should be put in the newsletter, however, it may have to be sent in the Announcements and Reminders just after the newsletter. There was some question and disagreement on the other pages thought to be the current Scope of Services. Dwight will send the e-mail from Larry to Linda who is on the Landscape Committee to review and Linda will get with Larry before Saturday and let Dwight know the results.

Barbara Silvey made a **motion to adjourn the meeting. It was seconded and approved.** The meeting adjourned at 5:02 pm.

Sue Olmstead

Secretary, Communications Committee