

# CERES GLEANN HOMEOWNERS ASSOCIATION

## Communications Committee Minutes

(Approved as written 8/14/13)

Tuesday, June 25, 2013

### Ceres Gleann HOA Community Center

Present: Sue and Ray Olmstead, Barbara Kerr, Denise Seith, Judy Levis and  
Barbara Silvey

Absent: Dwight Dean, Emily Cleaves, Nancy Hague, Larry Seith, Linda Holland

The meeting was chaired by Sue Olmstead at 10:30 in the Community Center.  
There were no previous minutes to approve.

An Agenda was followed beginning with those Committees that are represented on the Communications Committee, which included changes in names of volunteers, and concerns of any of the particular groups within communications. The following is a list of Members/Responsibilities as of this date:

|                                 |   |
|---------------------------------|---|
| Coordinator                     | <b>Barbara Kerr</b> (oversees & calls meetings, back up to webmaster, announcements and reminders, and newsletter)            |
| Welcome Committee               | <b>Barbara Silvey</b> (chair) & Linda Holland<br>(present welcome packet to new residents)                                    |
| Telephone Tree                  | <b>Nancy Hauge</b> (urgent announcements only)  |
| Newsletter                      | <b>Dwight Dean</b> (newsletter developer)<br><b>Judy Levis</b> (calendar, editor, hard copy distribution & clubhouse posting) |
| Calendar                        | <b>Judy Levis</b> (calendar developer, editor, hard copy, distribution & clubhouse posting)                                   |
| Email Announcements & Reminders | <b>Sue Olmstead</b>   |
| Webmaster                       | <b>Denise Seith</b> (website creator/editor, password (Control/Distribution), annual review/updates of website)               |

Contact Form/CG email box                      TAC secretary be responsible?

Discussed were Ceres Gleann HOA "Purpose Statements" and adding them to the website. Sue suggested that Communications needs to write up a Purpose Statement also and provided a draft for Communications to review.

The suggested Statement of Purpose of the Communications Committee is:

'To keep the residents of Ceres Glean informed in various ways about the business, social and educational aspects of the HOA. "

Each group contained within the Communications Committee will write a short "statement of purpose" which will be included with the Statement of Purpose of the Communications Committee.

It was proposed that the "Purpose Statements" of each HOA group and committee within the HOA be reviewed by HOA committees and revised prior to the statements being loaded to the web site.

We also discussed the problem with minutes being removed from the Community Center and a solution of loading approved minutes from any HOA committees to the web site. Those in attendance recommended at least two months worth of minutes be available to review on the web site. Denise suggested that we could also add the minutes to the newsletter as an additional page for all to read. We would still have paper copies maintained in the Community Center. Posting of approved minutes for the newsletter would need to be sent to Dwight Dean by the 25<sup>th</sup> of each month. When Denise receives the newsletter, calendar, and minutes from Dwight, she will load them to the web site.

Ray Olmstead will discuss with the TAC, the Communications Committee's desire to have approved minutes loaded to the monthly newsletter and the web site. It is suggested that if these changes are approved, the posting of the hard copy of the minutes in the Community Center continue without further procedures unless hard copies again are removed from the Community Center.

Judy Levis will be responsible for re-doing the structure of the Committees and Resource & Service Groups page that is contained in the monthly newsletter.

Barbara Silvey volunteered to help proof read the July newsletter with Judy Levis. Judy will speak with Linda Holland about maybe helping Judy with proof reading of the newsletter each month. If Linda is not available to do that, Judy will look to one of the other Communication Committee members for help.

Nancy Hauge sent an e-mail to the committee since she was unable to attend. She wanted the committee to review her responsibilities as the Chair of the Telephone Tree Committee. Sue found a "Statement of Purpose" for the Telephone Tree Committee. After discussion, the

committee felt the purpose stated in this "Statement of Purpose" is indeed what the Telephone Tree Committee is responsible to do. It was suggested that maybe all the "Statements of Purpose", once corrected, should be loaded as an additional page, one time, for the newsletter then be maintained on the web site and in the community center. Sue agreed to let Nancy know. Barbara Kerr will relay this information about the Telephone Tree Committee's purpose to the Landscape Committee along with some possible alternative suggestions.

Denise Seith is concerned about the distribution of new passwords. She suggested that passwords could be sent electronically rather than hand delivering them to each home. If needed, passwords could still be distributed by hand. The Olmsteads volunteered to do so at the same time as they distribute other documents such as revised telephone list if the TAC has any concerns about electronic distribution.

Sue Olmstead will type out a draft paper showing the Communication Committee members along with their responsibilities and add to the list members who agreed to back them up. She will send this draft to committee members. We will ask for additional volunteers, if needed, as back up or enlist help of others on the committee.

After parceling out various responsibilities that Emily Cleaves used to perform, it was decided that what was needed was more of a coordinator for the group. Barbara Kerr volunteered to do this. She will call a meeting, if necessary, back up others when she is in town, and act as an over-all coordinator when needed.

The meeting was adjourned at 11:45.

Minutes submitted by Barbara Silvey.