

Minutes: Communication Committee Meeting

2 Nov 2022: 4:30-6:00 pm Mountain Time via Google Meet

Attendees: Deb Johnson, Ernie Parker, Sharon Sorenson, Claudia Henning, Bill Nielsen

Planning/Discussion/Action Items:

- **November *Ranch Ramblings* Topics**
 - Introductory Paragraph: Bill will submit by end of week.
 - Welcome new Board members: Deb - SUBMITTED
 - Fall Dinner Thank You: Claudia will get final numbers and thank you statement by the 13th.
 - Ranch social media survey: Sharon
 - Craft the survey verbiage - DONE
 - Send out via Mail Chimp – Awaiting updated owner’s listing
 - Add notification to webpage and announce on Next Door – Coincides with publication of newsletter.
 - Snow Plowing Criteria: Bill – SUBMITTED
 - Sharon will create a folder on the Google drive for future possible submissions which the Committee will use to draw upon when needed.
- **Standardizing the process for responding to e-mail questions to the Board and Committees.**
 - When she can, Carol Smith responds to those questions directed to the Board or passes on the more sensitive issues to the appropriate Director.
 - Deb to brief the Board and solicit buy-in to ensure questions posed by owners are responded to in a timely manner.
 - Comm Comm will begin a quarterly rotation approach amongst members to craft responses and share with the Communications team before responding. Sharon will take the first term.
 - John will update the Comm Comm e-mail distribution list removing those no longer on the committee.
 - Need to train other Committee members on this task as John is pulling away from daily issues and is to be used as an advisor for technical issues as he devotes more time to the Ranch’s SCADA system.
- **Next Website Meeting:** TBA pending receipt of 5th Wheel proposal
 - Deb to coordinate a meeting with 5th Wheel for herself, Sharon, and Ernie to review and clarify questions concerning the statement of work.
- **Board/Committee Chair Training:** Requires web site update and the correction of some “bugs”. Estimate training to be possible during the 1st quarter of 2023.
- **Task List:** Sharon led the team thru the open items on the task list.

- **Committee Budget:** Final budget development and subsequent request is pending a solution from 5th SOW. Needs to be completed prior to the Dec Board Meeting as this is when the Associations budget is approved for 2023.

Next meeting: 7 Dec 2022, 4:30 – 6:00 pm

Communications Committee Meeting	Ranch Ramblings	Board Meeting
2 Nov 2022	15 Nov 2022	
7 Dec 2022		3 Dec 2022
4 Jan 2023	15 Jan 2023	
1 Feb 2023		4 Feb 2023
1 Mar 2023	15 Mar 2023	
5 Apr 2023		8 Apr 2023
3 May 2023	15 May 2023	
7 Jun 2023		3 Jun 2023
5 Jul 2023	15 Jul 2023	
2 Aug 2023		5 Aug 2023
6 Sep 2023	15 Sep 2023	
4 Oct 2023		7 Oct 2023
1 Nov 2023	15 Nov 2023	
6 Dec 2023		