

Minutes: Communication Committee Meeting

5 and 19 Oct 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**
 - **Sharon reminded all that an effort to keep the newsletter relatively short (2 pages) with few exceptions, as a committee we set a 2-3 sentence maximum for topic announcements. Anything longer to be addressed via a link to the content.**
 - Introductory Paragraph: Bill will complete following this when topics are submitted.
 - Welcome new Board members: Deb
 - Fall Dinner Thank You: Claudia
 - Ranch social media survey: Sharon
 - Craft the survey verbiage
 - Send out via Mail Chimp
 - Add notification to webpage and announce on Next Door
 - Snow Plowing Criteria: Bill – to get from Carlin Craig
- **8 October Annual Owner's Meeting Review**
 - Move podium from table center: Team
 - Finalize and post video of meeting: Deb – to work with John Sanders
 - Tony Riley stated that he was having some difficulty is accessing owner information on the webpage. Ernie agreed to contact Tony for clarification and assistance.
 - 85 +/- attendees plus 15 virtual
- **Next Website Meeting:** TBA pending receipt of 5th Wheel proposal
- Maureen Latham submitted three questions:
 - Newsletter readership: Sharon provided
 - 448 e-mailings
 - 255 opened the e-mail
 - 108 opened the newsletter
 - 14 bounced due to bad e-mail address
 - Location of newsletter article filings: On the webpage according to the subject, some articles i.e., announcements, have lifespans and will disappear in time
 - What is the process for answering e-mails addressed to the Board and or committee? Deb to discuss this with the Board to ensure all members operate under the same guidelines. **Clarification: Maureen submitted an article**

concerning a committee update, thought it had been accepted but noticed that it did not get added to the last newsletter.

- Ernie requested a review of the Comm Comm distribution list as it is different from what Bill uses for meeting invitations and minutes distribution. Deb will coordinate with John Sanders (the current administrator of the list) to verify that list is current. Also, the team needs to identify additional administrators for the Comm Comm email distribution list.

Next meeting: 2 Nov 2022, 4:30 – 6:00 pm

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