

## **Minutes: Communication Committee Meeting**

**6 April 2022: 4:30-6:00 pm Mountain Time via Google Meet**

**Attendees:** Deb Johnson, Ernie Parker, Sharon Sorenson, John Sanders, Bill Nielsen

### **Planning/Discussion/Action Items:**

#### **2 April POA Board Meeting Re-cap:**

- For some unknown reason the Google Meet virtual presentation ended prior to the Board Meeting. Deb will contact Sarah Duncan to identify the correct steps to prevent this from re-occurring.
  - Need to develop clear written instructions to prevent the early shut-down.
  - Incorporate I-Pod / Google Meet join instructions and test prior to the next Board Meeting (4 June 2022).
  - John discussed the screen sharing difficulties he exhibited as a virtual attendee.
- Communications Committee support was at a minimum due to recently losing two members. Additional support is required to ensure both in-person and virtual audiences can see and hear the presentations.
- In person audience comments called for additional microphones, the Committee will ensure that the audience microphone remains stationary and board members will share the president's microphone.

**Style Guide, Web Site Layout, and Posts:** Deb Johnson led the discussion reviewing 5<sup>th</sup> Wheel's web page style guide. Current document is very basic, and the Committee stated that a more in-depth document is desired. Deb will contact 5<sup>th</sup> Wheel seeking its availability. The Committee discussed standardizing pages within a topic on the SFTR web site, i.e. seeking to make all pages present the same view; currently there are different views within Committees/Groups on the web site; it is desired that all pages within topic present the same layout. **On 28 March Deb coordinated a meeting with 5<sup>th</sup> Wheel to discuss and clarify Style Guide and web page needs. 5<sup>th</sup> Wheel will develop a proposal with cost. More to follow when they respond.**

**Budget:** Current balance sits at \$3058.23. Total future commitments will be established after 5<sup>th</sup> Wheel submits their cost proposal. Potential additional budget needs include:

- 2 additional microphones, receiver, mic stand, and cable: est. \$750.00
- 1 copy of MS Office 365 for committee computer: \$69-99.00

#### **May Ranch Ramblings Topics Suggestions:**

- Intro: Bill
- Ditch Rats feature: Link to RC Ghormley's article

- How to get to the Metro District web page:
- Annual Picnic notification: Deb / Carol Smith
- From the Board: Deb
- Bear Aware: Deb / Carol Smith
- Fire Precautions

**Future Committee Topics:**

- Reorganize SFTR web page
  - Review header tab names / reorganize content / eliminate redundancy
  - Review Welcome Page information
  - Develop a “new owner” page
  - Develop a “owner’s education” page

**Homework for next meeting:**

- Property Owner Database Update: Sharon
- Perform a test with select property owners to locate *Ranch Ramblings*: Sharon
- Write “Call for Volunteers” to be shared on *Nextdoor* and on web page: Bill

**Additional comments:** SECOM gave John a heads-up that SFTR may qualify for no cost fiber-optic installation on the ranch offering much greater bandwidth. Federal \$\$ are becoming available for underserved areas. Look for information in the coming weeks detailing property owner response to assist in identify SFTR as such an underserved community.

**Topics For Next Meeting:**

- May Newsletter
- 5<sup>th</sup> Wheel Style Guide response

**Next meeting:** 11 May 2022, 4:30 – 6:00 pm