

Minutes: Communication Committee Meeting

1 June 2023: 4:30-6:00 pm Mountain Time via Google Meet

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

Planning/Discussion/Action Items:

- Reviewed the previous minutes and the consensus was reached that the lengthy copy of the teams "To Do" list currently maintained on the teams Google site is proving to be cumbersome and confusing. Claudia and Bill will get together to develop a better minutes format that still captures the important action /accomplishment items. The current format will remain until closed.
- **New Business:**
 - Next 5th priority items were identified as follows: Deb to forward.
 - Extract the property owner's spreadsheet,
 - Finalize the Property Owner Login process,
 - Can Alerts be offered in a way that provides the same display between computers and cell phones? If so can the cost be covered by our monthly fee or will this be an additional cost?
 - Face Book invite process:
 - Claudia and Bill will be assigned administrator duties to respond to those joining the SFTR private FB page.
 - Claudia to re-work the instructions
 - Complete FB configuration: Sharon
 - Set up a meeting with Bill Latham to discuss contents of the Community Preparedness page: Deb
 - Women's Group Welcome Pamphlet: Claudia will review and finish.
 - Board of Director Brief
 - Add Face Book email invitation notifications
 - Claudia will reach out to a property owner about an alternative solution to our current web site.
 - Upgrade MailChimp to the essentials package, will allow for 500 addressees and mor importantly 2 administrators. This will incur a monthly cost of \$13.00. Committee voted to approve.
 - July Ranch Ramblings Ideas:
 - Festive Friday's Announcement
 - Boating Safety
 - Fire Article from John Canton
- **To Do List Open Items:**

- Website Update (5th Wheel action required)
 - Submit proposal for property owner .csv export file. \$500 cost received and included in Comm Comm 2023 budget.
 - Remove white space (excessive on web pages).
 - Update owner login. Deb to work with 5th Wheel; will provide draft.
 - Design suggestion and help page.
 - Remove delinquent account page. Page deleted from website, 5th Wheel to delete the page type and the menu item.
 - Remove pop-up user menu. Sharon: Updates have been made but need to be tested.
 - Determine owner login dropdown content. Sharon: List has been updated but needs to be tested.
 - Redesign Suggestions and Help page. Was included in the new design and menu structures pages. Deb.
 - Reduce footer content. Deb. Will be addressed after site map is built.
 - Redesign board nominations page. Deb will verify with Carol Smith.
 - Update “About Us” url. Deb.
 - Update “Wildlife” url. Deb
- Website (Committee action required)
 - Review Roles. Review during training for Comm Comm members.
 - Update About Us photos. Deb forwarded photos to Sharon.
 - Review unpublished pages. Deb/Sharon
 - Test property owner capabilities on their record. Sharon
 - Create Community Preparedness Page. Sharon
 - Add Owner Education Program page. Bill
 - Evaluate website vendor. Deb/Sharon
 - Combine virtual meeting articles. Sharon
 - Combine winter bird notes articles. Sharon
 - Update Forest Health and Wildfire Mitigation page. Deb/Ryan
 - Editing Committee pages. Deb: To coordinate with Chairs and offer website administrator assistance.
 - Create Community Preparedness Page. Claudia/Sharon. Committee to discuss. Sharon to provide recommendations and send to committee chairs.
 - Remove Delinquent Account information. Deb
 - Build Site Page Map. Sharon, to be completed once the entire page is updated.
 - Create SFTR on Facebook Page. Deb created page, “Official SFTR, Trinidad, CO.” Claudia to provide guidelines content.
 - Create a “Pet Registry” page. Sharon/Deb

- Create content for the POA Finance Committee page. Bill: Coordinated with Mark Thomas.
 - Update “Legal Disclosures” page. Bill.
 - Update Welcome Packet. Deb/Sharon to work with Carol Smith
 - Update Road Committee page. Bill to contact Carlin Craig. Done awaiting reply
 - Remove “Next Door” article. Sharon; once Facebook page is fully operational.
 - Update Property Owner Website User Guide.
 - Delete obsolete Community Preparedness page. Sharon
 - Add “Owner’s Education Program” page. Bill. To be discussed at next in person committee meeting. Review Website Roles/Permissions:
 - **Sharon.** 2 Nov 22 – Need to test each role b/4 we offer training.
 - Update “About Us” Photos. **Sharon.** 6 Apr 23 – Pending 5th Wheel work.
 - Update New Owner Info URL. **Sharon.** April 2023 – Pending 5th Wheel work.
 - Create Pet Registry Page on SFTR Facebook. Deb. 8 Mar 2023 – Placeholder page created, awaiting page subgroup.
 - Provide Content for Finance Committee Page: **Bill.** 3 Feb 2023 – Work with Mark Thomas to determine content. Mark has been advised, awaiting reply.
 - **Bill** will reorganize the POA and Committee pages on the SFTR website into a single document using a standard/consistent format.
- **Potential Newsletter Articles**
 - Status of Governance Document Review. Bill: On hold until lawsuit is settled.
 - **BoD Meeting Support.**
 - 2 additional microphones, base station, mic stand, and cabling. Bill. On hold for future discussion.
 - **Review Comm Comm e-mail Distribution List.**
 - Deb to provide an updated list to committee
 - Identify and train additional members to maintain the list
 - Website Training
 - BoD and Committee Chairs: Sharon is developing the training plan. Once completed, training date to be scheduled.
 - Owner Training: Class(s) to be offer for those interested once website update is complete and training plan developed.
 - **New or On-Going Business**
 - Rotating Communications Committee Response to Post Ranch Notifications. Deb through May. Need to identify a team member (w/ permissions) to cover Jun – Aug.
 - **Committee needs to pick a date for next Face to Face meeting.**

Next meeting: 6 July 2023 2022, 4:30 – 6:00 pm

Communications Committee Meeting	Ranch Ramblings	Board Meeting
6 Jul 2023	15 Jul 2023	
3 Aug 2023		5 Aug 2023
7 Sep 2023	15 Sep 2023	
5 Oct 2023		7 Oct 2023: Follows Annual Owners Meeting
2 Nov 2023	15 Nov 2023	
7 Dec 2023		TBD