

Communications Meeting: October 17, 2020 at 10:00 a.m.

Location: MOC and Virtual

Participants: Deb Johnson, Blake Johnson, Nancy Allred, John Sanders, Carol Smith, Edward and Sara Melville, Sarah Duncan, Ernie Parker, Michelle Blake, Bill Neilson, Sharon Sorenson, Chris Smith, Robbyn Burton

- GoogleMeet Virtual Meeting Solution
 - GoogleMeet does not require the loading of software on an individual's PC; however, smartphone users will be required to download an app.
 - GoogleMeet will be used for the December 5th Annual Meeting, all future Board meetings and by other SFTR groups.
 - The current plan supports 100 users but plan can be upgraded to 250 users or more. The plan will be updated to support the amount of membership of SFTR.
 - The Communication Committee will be available to help to the various groups with using GoogleMeet.
 - Deb and John will prepare a User Guide for utilizing the GoogleMeet Virtual Meetings program, which will be available to all participants.
 - Sarah Duncan proposed testing the virtual platform with an "Open House". This will provide people with an option to practice logging in and using the GoogleMeet prior to the annual meeting. Several committee members will be available to assist new users.
 - The Communication Committee will set up a training meeting on 10/25/2020 at 1:00 p.m. Mountain Time for committee members to learn how to set up the microphone and video which will be used for the annual meeting and future virtual meetings.

- Questions/Concerns/Guidance offered by CommComm members:
 - Edward suggested having a backup plan in case GoogleMeet fails. Sharon offered the use of her Zoom account as a backup.
 - Will SECOM bandwidth be an issue on the date of the Board meeting? Numerous virtual participants are expected
 - John suggested that if participants turn off their videos when they are not speaking, it could help preserve the overall bandwidth.
 - John will contact SECOM in advance to alert them of the videoconference and verify that there is no network maintenance scheduled for December 5th
 - Is there an option to notify SECOM in advance?
 - John and Edward will discuss landline phone conference call options in case bandwidth issues persist.

- What precautions can be offered for in person attendees for the Annual Meeting on 12/5/2020?
 - Take peoples' temperatures as they enter the MOC. Nancy offered to purchase 2 non-contact thermometers.
 - Provide hand sanitizer

- Require masks? It is expected that some attendees will not want to wear masks. Should masks be required or recommended? Are masks required by current state guidelines?
 - NOTE: A quick glance at the Colorado regulation currently in effect (could be extended) indicate indoor events are at 50% capacity and masks are required, not elective, at indoor events.
 - Colorado Department of Public Health and Environment
 - <https://covid19.colorado.gov/safer-at-home/indoor-events>
 - <https://covid19.colorado.gov/mask-guidance>
- The committee will ensure that there is six feet of separation between seats.
- Nancy Allred will talk to Bob Scott to check if a capacity limit for the MOC has been determined by the Fire Department.
 - Either way, the committee will ensure that the most current state guideline for a group size during COVID-19 is being followed.
 - Since there might be a limit to the number of attendees allowed in the MOC, the committee may have to limit the in-person participation to the first number of people who respond.
- Current Website Discussion
 - Sharon suggested that the committee could post articles of interest on the website.
 - Who will lead this effort?
 - Create an outline of potential topics?
 - Create schedule of releases of articles
 - Move “Suggestion Form” to top of property owner dashboard for more visibility? Consider changing the title to “Suggestions and Information Requests”?
 - Modify verbiage to assist owners who are searching for specific information on the website, and enable them to request that information be added to the website if it is not already available.
 - It was suggested that on the website, residents could submit questions to the board prior to the Annual Meeting.
 - Should a temporary email address be created to receive these questions?
 - How would this be managed?
 - Who will lead this effort?

Communications Meeting
October 25, 2020 @ 1:00 p.m.
MOC and Virtual

Participants:

MOC: Deb Johnson, Blake Johnson, Nancy Allred, John Sanders, Edward and Sara Melville, Sarah Duncan, Michelle Blake, Bill Neilson, Sharon Sorenson.

Virtual participants: Ernie Parker, Chris Smith, and Robbyn Burton

- FreeConferenceCall
 - Ed researched the phone service FreeConferenceCall, and he explained this free service can support video, and can record the entire meeting.
 - Monthly upgrades (~\$4.00) are available if needed.
 - Further updated information to be discussed on 10/31/2020

- Suggestion & Help Box
 - The committee felt that it would be best if the box was moved higher up on the web page where it would be more visible; however, there are limited places to place it.
 - Creating a separate bar, moving the box below the documentation section, or adding a “hovering question mark” widget was all considered.
 - It is also important to remember that screens vary, so content might display differently.
 - File uploads will not be permitted with the suggestion box because of virus threats.
 - Deb will discuss options with the web design company 5th Wheel.

- NextDoor:
 - The committee discussed the need for including verbiage on the website which clarifies the intent of the website. [Take Away: Sarah Duncan]
 - i. Sarah offered to take the lead on writing this section. She also expressed the concern with the website becoming too busy or having too much text.
 - NextDoor is available for other topics and discussions and should be mentioned.
 - John explained that when you join NextDoor you are signing up for only one neighborhood and in order to be accepted to that neighborhood you must be a current SFTR resident or property owner.
 - NextDoor settings need to be adjusted so that the posts are only going to the SFTR neighborhood (unless posting item for sale and needing a larger audience etc).

- MOC Capacity
 - The actual capacity has not been determined yet.
 - Nancy conducted online research and found that since the MOC is 1800 ft², and a 6 ft bubble must be maintained, the MOC can hold around 30 people.
 - So, during meetings this would translate to around 20 residents and 10 board members.

- Virtual Meetings
 - Deb suggested that our next meetings all be conducted virtually so that we can try out the virtual platform and work out any issues. [Take Away Deb]
 - Sarah D offered to run several “open house” virtual meetings. [Take Away Sarah Duncan]

- Communications Committee News Letter:
 - Sharon offered to create the first News Letter which will discuss NextDoor “How To’s”.
[Take Away Sharon Sorenson]
 - Sharon talked about the Mail Chimp program for reaching out to people, and also suggested proving a heads-up email so that folks know to check their junk/spam boxes for the Mail Chimp messages. It might make sense to identify those who need the “in person” meeting the most (e.g. they do not have internet or a computer).
 - Maybe use a link from NextDoor to our website and create a new category for News Letters, rather than Mail Chimp.

- Weather Stats
 - Ernie has data on SFTR weather going back to 1999.
 - He could create a PDF of the data either by year, or all the data in one document with a table of contents. Either way, the file sizes would be large.
 - Would this best be located under the history tab or a weather tab?

- Other Topics
 - 5th Wheel needs to update the top and bottom content so that it is consistent.
 - John is getting cables for the next meeting.
 - The group decided to try to meet every Saturday at 1:00 until through December 5th.
 - John asked the virtual participants how the meeting went and they said the quality was fairly good but it is important for people to use the microphone (or for Deb to repeat) in order for virtual participants to follow the conversation.
 - NOT DISCUSSED: How far back do we want to put articles on the site? I have older files sent by a resident that I will review at the 10/31/2020 meeting
 - NOT DISCUSSED: Communication Committee Subgroups (thinking we should all have back-up, but listing our primary interests/responsibilities would help with not stepping on each-others toes 😊):
 - Website Support
 - NextDoor Support
 - News Letters
 - Virtual Meeting Tech Set Up
 - What am I forgetting?