

Minutes: Communication Committee Meeting

July 3, 2024: 10:30 am -12:00 pm Mountain Time in Person at MOC

Attendees: John Gerald, Bill Nielsen, Claudia Henning, Ryan Cavazos, Lori Clark, Maureen Latham

Members Unable to Attend: Deb Johnson

Planning/Discussion/Action Items:

- **Opening Comments.** John covered the purpose of this meeting which was to review and discuss the User (General Public) and Property Owner Tables on the new SFTR Website. Bob Scott has signed and emailed the 30-day notice of termination letter to 5th Wheel. The contract will terminate on July 31, 2024. John also welcomed Maureen Latham to the committee.
- **Review June 5th, 2024 minutes.** Approved w/ correction
- **Facebook Statistics.** 135, up from 127 in June.
- **Committee Recruiting.** Gabe Evers has agreed to function as John's backup. Gabe has a significant amount of web development and management experience.
- **New Website Update.**
 - User and Owner tables are two entirely different databases. One does not influence the other.
 - 58 owners have registered on the new site.
 - New suggestion was made that the owner information be changed from Main and CC email to email 1 and email 2.
 - Only owners can make changes to their information. Profile information will only be done by the owner, Property Owner information will only be updated by the owner contacting the Association's Business Office (Abby) as her data base is the sole source data used with the Property Search feature on the website. John receives weekly updates from Abby and imports the new data base giving the Property / Owner search function near up to date accuracy; data will be at the most 1 week old.
- **From the Team:**
 - Add a statement to the search feature : Contact Abby T...at the Association's Business Office (email or phone number) to update your owner information.
 - Add a statement to the Owner Sign-in page stating that re-registering is required.
 - Add property address to search feature
 - Women's Group Logo wear page is displaying error 404
 - John will add photos from the pre 5th Wheel website under the header of "Galleries"
- **Future Agenda Items:**

- Continuing Website Education Series:
- Committee Recruiting – identifying skill sets / availability.
- Expanding SFTR Facebook access.
- Re-examine the right-hand Alert box on home page

Next meeting: Aug 7, 2024, 10:30 am – 12:00 pm via Zoom.

Communications Committee Meeting		Board Meeting
7 Aug 2024, 1030 – 1200		3 Aug 2024
4 Sept 2024, 1030 – 1200		
2 Oct 2024, 1030 – 1200		5 Oct 2024
6 Nov 2024, 1030 – 1200		
4 Dec 2024, 1030 – 1200		TBD