

Minutes: Communication Committee Meeting

11 May 2022: 4:30-6:00 pm Mountain Time via Google Meet

Attendees: Deb Johnson, Ernie Parker, Sharon Sorenson, Bill Nielsen, Rhonda Taillon, Claudia Henning, Maureen Latham, John Czikk

Members Unavailable: John Sanders, Sarah Duncan, Karyn Hobbs

Planning/Discussion/Action Items:

Open Items Carried Forward

- Early shutdown of Google Meet during April Board Meeting: **CLOSED**
- Incorporate I-Pod / Google Meet join instructions and test prior to the next Board Meeting (4 June 2022). **OPEN**
- Additional Communications Committee Volunteers Needed. **CLOSED**
- 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. **CLOSED**
- 5th Wheel Developed Style Guide. Deb just received it, will share with Committee following meeting: **CLOSED**
- 5th Wheel to submit proposal and costs for additional work identified (Web site changes) during 28 March meeting. **OPEN**
- Finalize Budget Status: **OPEN**
- Ranch Ramblings Submittals
 - Intro Paragraph: Bill – **CLOSED**
 - Bear Awareness: Deb via Carol Smith – **CLOSED**
 - Fire Precautions: Sharon to reach out to Michelle Blake for Smoke Spotting Info: – **OPEN**
 - Annual Picnic: Deb – **CLOSED**
 - Volunteer Feature: **Deb – OPEN**
 - How To Reach Metro Web Site: **OPEN**
- Finalize How to set-up and run a virtual meeting from the MOC Guide: **Bill – OPEN**

New Business

- Calendar Input Permissions: Deb is the only Communications Committee member with permissions to place items on the Ranch Web Site Calendar. She will provide additional contact information on the site. **OPEN**
- Virtual Board Meeting Support: Sharon and Ernie to provide training for Claudia and Maureen on 12 May. Completed as scheduled. **CLOSED**
- Audio Training: Bill and John C to get together to walk thru operation of audio equipment. **OPEN**
- Virtual Meeting (audio and visual) Set-up Guide: **Bill – OPEN**
- Discussed weight applied to "notifications" displayed on the Ranch Web Page; more discussion required to develop a path forward. **OPEN**

- Discussed what METRO info if anything more than we currently offer do we want to display on the Ranch Web Site. More discussion needed. **OPEN**
- Was shared that Las Animas County offers a feature that will automatically notify the Association when property changes hands. Rhonda to provide contact info to Deb. **OPEN**
- Proposed that we move the meeting to the 1st Wednesday of each month. This will allow more time to publish the *Ranch Ramblings*. It was agreed to do so effective with the July meeting (6 July). **CLOSED**

Budget: Current balance sits at \$3058.23. Total future commitments will be established after 5th 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

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: Nothing noted

Topics For Next Meeting:

- Discuss Board Meeting positives and areas needing improvement
- 5th Wheel Style Guide
- Status update on **OPEN** issues above.
- Continue discussing Committee budget
- *Ranch Ramblings* topics

Next meetings:

Communications Committee	Board Meeting
8 June, 4:30 – 6:00 pm	4 June 2022
6 July, 4:30 – 6:00 pm	
3 Aug, 4:30 – 6:00 pm	8 Aug 2022
7 Sep, 4:30 – 6:00 pm	
5 Oct, 4:30 – 6:00 pm	8 Oct 2022 – Owner’s Meeting
2 Nov, 4:30 – 6:00 pm	
7 Dec, 4:30 – 6:00 pm	