

Minutes: Communication Committee Meeting

15 June 2022: 4:30-6:00 pm Mountain Time via Google Meet

Attendees: Deb Johnson, Ernie Parker, Sharon Sorenson, Bill Nielsen, Claudia Henning, John Czikk, Karyn Hobbs

Members Unavailable: Sarah Duncan, Maureen Latham, Rhonda Taillon

Planning/Discussion/Action Items:

Open Items Carried Forward

- Finalize how to set-up and run a virtual meeting from the MOC. Incorporate I-Pod / Google Meet join instructions. **OPEN – Bill will finalize prior to the August Board Meeting**
- 5th Wheel Developed Style Guide. Received. **AI (Committee Members):** Review before next meeting. Committee will add SFTR specifics. **OPEN**
- 5th Wheel to submit proposal and costs for additional work identified (Web site changes) during 28 March meeting. **OPEN**
- Audio Training: Bill and John C to get together to walk thru operation of audio equipment. **CLOSED**
- Was shared that Las Animas County offers a feature that will automatically notify the Association when property changes hands. **OPEN – Deb will get with Abby.**

New Business

- Board Meeting Review
 - “Clicking” sound coming over the MOC speaker system and over Google Meet for virtual audience. **OPEN – John S and John C will meet following 20 June Web Site meeting.**
- 5th Wheel Deliverables / Cost
- Ranch Ramblings Topics for 15 July 2022 Edition. Due 7 July 2022.
 - Intro Paragraph: Bill - **Submitted**
 - Sue Down’s profile. Maureen – **Submitted.**
 - **AI (Deb):** Post article to HISTORY in Profiles in Ranch History.
 - POA Board Nominations Announcement: ??
 - **AI (Ernie):** Create article about lightening under Helpful Hints category.
 - **AI (Deb):** Create article about water experience under Helpful Hints category.
 - Helpful Hints Article / Link – Deb and Ernie
 - **AI (Claudia):** Write Picnic Thank you to volunteers and attendees
 - **AI (Claudia):** Ask Sue Richter to write article on upcoming art event.
 - **Post meeting addition:** Status of CCRs re-write / update: Bill – **Submitted**
- Suggestion from Sharon: Create a subcategory under History for Profiles. Separate the profiles in the existing document into separate articles with the Profiles category. **AI (Sharon):** Add instructions for navigating to the new profile article.

- 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**
- Discussed weight applied to “notifications” displayed on the Ranch Web Page; more discussion required to develop a path forward. **To be discussed on 20 June meeting.**
- Discussed what METRO info to display on SFTR web site than we currently offer. More discussion needed. **OPEN.**
- Web Site Reorganization – Select a date. **CLOSED** – Meetings will begin on 20 June @ MOC.
- **AI (Ernie):** Write instructions for use of PowerPoint online.

Budget: Current balance sits at \$2358.23. 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 – **Continue to monitor need.**
- 1 copy of MS Office 365 for committee computer: \$69-99.00 – **TABLED for future discussion.** [We voted on this and decided not to make the purchase.]

Future Committee Topics:

- Reorganize SFTR web page. **OPEN – Discussion to begin with special meeting on 20 June @ MOC, see minutes below.**
 - 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:

- Status update on **OPEN** issues above.
- Continue discussing Committee budget
- *Ranch Ramblings* topics – Status

Next meetings:

Communications Committee	Board Meeting
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	

Special Meeting Called to Begin Discussion about Reorganizing SFTR Web Site

20 June 2022: 9:00 – 12:00 pm – MOC

Attendees: Deb Johnson, John Sanders, Sharon Sorenson, Ernie Parker, John Czikk, Claudia Henning, Bill Nielsen.

Meeting Leader: Sharon

Sharon presented a detailed briefing / overview and lead the discussion encompassing:

- SFTR Webpage Structure
- Page Types
- Custom Format (non-editable) pages
- Content pages
- Common Properties of Content
- Sorting Options
- Webpage Administrator Permissions and Common Issues
- Initial SFTR Webpage areas for review /improvement
 - Info redundancies (same info in more than one location)

The team then rank sorted nearly two dozen general and specific items for potential improvement to the website and its ongoing maintenance.

Tasks for next meeting: Identified as immediate need.

Develop / populate a spreadsheet of planned changes – John C

Verify if changing “author date” gives an article a higher sorting importance – John S

Remove “weight” values for articles not on the front page. -Deb

Consider adding protection on page with documents – John S

Check why subcategories do not appear in editor for board members – John S

Create links to filtered meeting minutes – John S

Check for articles under Wildlife category – John S

Priority Ranking 1

Move Suggestion Box to “Contact Information” or other page.

Identify a suggestion to Road Committee for best platform to communicate road closures.

Review blue buttons on member “Dashboard”

Priority Ranking 2

Re-evaluate what appears on Home Page etc. using promoted to Home Page, Sticky, Weight...

Simplify sorting order process on “articles” page not using “sticky” of “weight”.

Review role permissions and assignments

Priority Ranking 3

Style Guide: Do not use weight for articles except for front page.

Remove white space around articles, etc.

Identify standard presentation of tables

Update photos on "About Us" page

Verify CClOA requirements for financial document posting – Bill

Offer Website training to Board members

Review unpublished pages to determine need

Style Guide: How to use Article and Minutes of Meetings categories

Style Guide: Add filtered link from individual "Group/Committee" pages to "Meeting Minutes" page with a filter applied to see that group/committee's minutes.

Style Guide: Develop standardized meeting minutes format, coordinate with Board what committees required minutes.

Next Meeting Scheduled for 26 July, 9:00 – 12:00 am, MOC.