

Aspen Grove Homeowners Association
Communication Committee Agenda and Meeting Minutes
11/18/2013 4:00 PM
Conference call in 209 647-1600 pin 136339#

Attendees: Cornel DeLorean, Bob Thornton, Lynda Ward Pierce

Agenda Items:

- I. Cover letter for social media policy
- II. Flow of questions from Q&A page
- III. Approval process for adding content to web pages
- IV. Calendar log in info and outline of items to be posted
- V. User name and pass word formula
- VI. Election of officers for the committee for this year
- VII. Launch date for the website
- VIII. Brainstorming on ways to improve/increase/promote communication between the board and homeowners, and amongst homeowners

Meeting Minutes: Call began at 4:15.

- I. Lynda will notify the board of Bob's request to send out the social media policy with a cover letter.
- II. Process flow details: All questions to go to CAMCO first.
 - A. If CAMCO can answer, they will send answer to the homeowner,
 - B. Copies all Questions/answers to the president and appropriate board member such as Budget, committee, landscaping committee etc. get questions relevant to them.
- III. Board decides what should be posted on the web site after reviewing the initial questions. Bob agreed to draft for Committee review high level posting guidelines by categories, define what can be posted without review such as meeting minutes and what requiring overview by the board. Lynda, Bob, & Cornel now have access to the calendar on the web site to edit events. In addition, Lynda suggested that we discuss with CAMCO whether or not they should/will post updates.
- IV. Concern regarding passwords that could be guessed based on a pattern was raised by Cornel, he will investigate the system capabilities and make recommendation on a secure method
 - A. Lynda and Cornel both have administrative access to the website now.
- V. By unanimous vote, Cornel DeLorean was voted to chair the committee and be the secretary. The Committee agreed to push for initial soft launch at the board meeting scheduled for December 20th. This will be delayed if we encounter substantial issues with launch, in which case the site will launch by the January 16th board meeting..
- VI. The broader communications brainstorming session was deferred to the next Committee meeting due to time constraints.

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Additional items:

Need to updated and adopt a charter for the increased scope of this committee to include not just the website but function as a communication committee.

Next meeting time not set, Cornel will send out a communication and some times to choose from. The use of WebEx was discussed, if everyone is able to be online we can do a combination of VOIP, Screen Sharing and Video Conference, depending on equipment availability.