

**Community Relations Committee
Minutes March 4, 2020**

Present: Pattie Aho, Barry Kean, Nadine Clough, Andy VanScyoc, Christine Lee, and David Pulaski.

Absent: Karen Harvey

Members: Stan Plizga, Diane Shaw, Jerry Eldred, Linda Miller, Connie Smith, Astrid DiMattia, Sam Besase

Staff: Derrick Hedges, Asst. Manager

1. The Minutes of the February 5, 2020 meeting were approved unanimously.
2. Pattie volunteered to take the minutes in the absence of Karen Harvey who has volunteered to serve as the new secretary.
3. Christine presented the Committee with an update on the March/April issue of *West Ways*, with a website post date of April 23. Andy reminded everyone not to share the rough proof copies of the newsletter, since the articles are usually changed prior to final publication.
4. The Committee unanimously voted to recommend its name be changed to "Communications Committee".
5. **Charter:** The charter of the Community Relations needs to be revised to reflect its new mission as a communications committee. Barry volunteered to lead this effort and Pattie will forward to him and the Committee members the charter in a word version, so that track changes can be made. The goal is to review the changes at the April meeting for recommendations to the Board.
6. **Video:** The Committee asked for further clarification from the Board regarding its responsibilities regarding the videoing of meetings and events, and whether this responsibility should be coordinated by staff instead of the Committee.
7. **Website- Current:** Updating the information on the current website will be coordinated by Nadine and Barry. Nadine will contact Committee chairs and ask them to provide her current information regarding committee members, days and times of meetings, brief information on the committee's duties and a link to the minutes. Christine has updated the Board and Staff sections already. David will provide some new photos for the homepage. Derrick will provide Christine with a pdf of the 2014 recorded Election Guidelines to replace the current election guidelines on the website. It was suggested to add language to our current website, that it is in the process of being updated.
8. **Website – Future:** The Committee briefly discussed the wants and needs for a future website, while some do not wish for an "off-the-shelf" HOA website and others do see the value in having a private member-only firewall portion to the website. It will be important to determine the size of a future website and whether the amount of content will be limited.

9. **Constant Contact:** The use of Constant Contact by our members continues to grow, with currently 691 subscribers. Christine reminded us that as the number of subscribers grows, our monthly fee will also increase. Christine is one administrator and Derrick is another administrator. As we add administrators, this will also increase the monthly fee. Those using the service are pleased with the recent updates being sent out by Derrick and the staff will continue to send out agendas through the service.

As we work to coordinate with other Committees to publish their events and activities, there will be a learning curve for all of us.

The Committee discussed using Constant Contact to publish a monthly “what’s happening” piece, that can also be photocopied at the office and left in the Community Center, the office, and at some other locations within the circle. Connie Smith volunteered to create a mock-up for the Committee to review at its April meeting, with a goal to start in May.

10. **Facebook:** The Committee wishes to start using the Rotonda West Association, Inc. Facebook Page, as a non-interactive page for posting of information on Facebook. Linda Miller has volunteered to administer the page and Andy, who is a current administrator, will meet with Linda and Derrick to coordinate the turn-over. Andy may also be willing to donate one of his Rotonda West Facebook groups, but wishes to defer that until a later time.

11. **New Members:** The Committee unanimously recommended that Connie Smith, Linda Miller and Diane Shaw be added as members. Pattie will bring this motion to the next Board meeting.

12. **Next Meeting:** The next meeting will be on April 1 at 10:30 am.