

## Communications Update

### Old Business

1. **New Committee Name**- The board voted at the November Board Meeting in favor to change the committee's name from Tech/communications Committee to Communications Committee.
  - Need to review and make changes to current PRP to reflect the new name.
2. **Virtual Meetings**- Discussed technical issues that occurred during the recent MPC meeting Determined that the chairperson cannot and should not have to manage the logistics of the use of virtual technology.
  - Suggest of a paid resource being responsible for setting up and starting virtual meetings.
  - Norm Thompson offered to respond to an upcoming RFP with his company's services to train board/committee chairs/and others interested in learning how to use Teams Meeting features.
  - It was suggested to use our website forms tool, to create a check-in form for all attendees, to complete when joining a virtual meeting. This clearly identifies all attendees at meeting.
3. **Clubhouse Physical Space with Building & Grounds Committee**
  - Updates needed -cabling, network capabilities, AV/HDMI
  - Need a permanent desk/cart for computer/camera/speaker for meeting broadcasts.
  - RFP needed for updating cabling and Network
  - B & G taskforce group will meet on Monday, January 17<sup>th</sup>, at 10:00 in great room to discuss updates. *\*Due to upcoming snow- meeting changed to Monday, Jan, th.*
4. **Surveys**
  - MPC is required to conduct a 5-year membership survey in 2022.
  - Discussion of whether a long comprehensive survey is as efficient as shorter more focused polls. These polls can capture the current temperature of the membership.
  - **Personally-Identifiable Information (PII)** Privacy/Intent- Determine parameters
    - o We need to determine who gets to see the information gathered and clearly define the intentions for the information we gather.
  - Analysis- who is analyzing the information. How is it being presented to the membership. There should be a uniform format, so info is easy to read and understand.

### NEW BUSINESS

1. **PRP Updates**

- A review and updating of PRPs 12 and 13 to begin.
- Need to determine deadline for draft

## 2. Infrastructure Review of Technology & RFPs

- Membership-facing tools; Microsoft 365 and Word Press
- Microsoft 365- purchased to allow collaboration among staff/ board/committees. Provides features: archives, email, files, chat, webinars, calls, Teams.
- WordPress- website provides access for members to view material and complete forms, like boat and vehicle registrations.

## 3. Lake Holiday Website Updates

- Website should be designed for members to acquire necessary information like the PRPs, committee information, including contact information, list of upcoming events, articles, and any other news about the community. Should be an updated “Go to source” for members.
- Content that is being considered: Capsure replacement, Member directory, User login, Forms, Commerce options, reservations, citations

## 4. Communications Committee needs VOLUNTEERS!

- **Meeting Support**- starting virtual meetings remotely, so chairpersons can focus on agenda. Training will be provided.
- **Editors**- As we move content, like PRPS, all online, we need people to help with all types of edits: grammar, content, photo, & video.
- **Writers**- Our community has a wealth of knowledge on a variety of topics. Volunteer to help clarify, confirm and entertain!
- **Technology**- Bandwidth, networking, Email, WordPress, Microsoft 365, Excel, databases of any kind. If you have knowledge and interest, we want/need you!

## 5. Actions:

- Create Meeting Check-in form for virtual meetings
- Cabling/Network meeting from 1045 great room

RFP for cabling

RFP for infrastructure

RFP for Meeting Support

- Board Tab for Communication Committee updates
- Begin draft recommendations for PRP Updates
- Schedule virtual Meeting for online forms for office staff (boat/vehicle registrations) pending new contractor/staff position

Next meeting is scheduled for Tuesday, February 8, 2022 at 6:30 PM. **PLEASE JOIN US!**

Meeting ended at 8:00 PM.