



Communications Committee Report

May 14, 2019

Scott Johnstone, Chairman

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Charter: The Communications Committee exists to (1) compose and distribute member communications in a clear, timely, and effective manner, including via the bigelkmeadows.org website, (2) work to apply record retention per the governing documents, and (3) administer fair, timely, and accurate voting and reporting of ballots.

Members: Karl Davis, Tori deVore, Christa Isenhart, Scott Johnstone, Cathy Faughnan

Most Recent Meeting: May 2, 2019, **Attendees:** Scott J.

New Internet Service (Progress Report)

- There will be a community meeting to discuss the installation of the xBar7 tower. The Larimer County staff planner assigned to the grant request will be scheduling the meeting.
- A new system that allows members to pay Annual Assessment by EFT or CC has been implemented and awaiting certification from the payment provider. Completion expected by May 15th.
- Grant decision is expected to be made in May, none of the other equipment can be purchased prior to the decision being final.
 - If grant is approved, the tower will be built with full capacity. If not, capacity will be added according to demand.
 - The grant site will open up for public comments soon.

Open Action Items

- Develop document retention plan for email communications, member/association documents, reconstruction, etc. Reconstruction Retention needed = 5-7 years.
 - **Status:** In progress
 - **Action taken:**
 - i. Karl will talk to fire department about storing documents.
 - ii. Committee will take a look at the little cinder-block building coming into the Meadows on the left before going across the lake did not get wet in the flood. Seems to be big enough and available for storing reconstruction docs, and this would be a proposed storage place. Started identifying some additional areas for coverage:
 - iii. Cathy spoke with Melissa about SharePoint and it is not up to date, but she is working on organizing the data to be put it there for long term storage. Scott will look into the cost to see if we can use G-Suite since it is included in our existing subscription.
 1. Scott learned we are currently paying for unlimited storage so we can consolidate the expenses. Committee to discuss and make a recommendation.
 - iv. Paul Cyphers official administrator -- who is his backup? What about Melissa know about this? EMGrants site is the office
 - v. QuickBooks - 2014 - used for directory info?
 - vi. water filing
 - vii. reconstruction - hardcopy
 - viii. Ballots
 - ix. minutes/committee reports - hardcopy with backup on the web?
 - x. petitions? digital copy of all governance stuff ?
 - xi. water reports
 - xii. How would we do business continuance if they were lost and we needed to recover? Susan to send email asking for what the owners of the information types keep, where, how backed up, media type, etc.

Big Elk Meadows Association

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- Write up draft procedure using new ballot box and ballots@bigelkmeadows.org
 - **Status:** In progress.
 - **Action taken:** None - need to reassign at Dec meeting
- Train Victoria and potentially the board on G-Suite.
- Train the new board on G-Suite
- Look into allowing members to update their own contact information for the directory

Next meeting: June 6, 2019