



**Communications Committee Report**  
**June 12, 2019**  
**Scott Johnstone, Chairperson**  
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**Purpose:** 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:** June 6, 2019, **Attendees:** Scott J.

**New Internet Service** (Progress Report)

- There will be a community meeting to discuss the installation for the tower. The Larimer County staff planner assigned to the grant request will be scheduling the meeting (Note: The survey was accepted as the community meeting).
- Payments for Annual Assessments has been implemented and waiting certification from the payment provider (the process was completed by June 4<sup>th</sup>)
- Grant decision was completed June 10th and APPROVED!

**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 found out that we are currently paying for unlimited storage. So we can consolidate the expenses if we decide to.
    - 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.
- Write up draft procedure using new ballot box and [ballots@bigelkmeadows.org](mailto: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: July 6, 2019 (Moving to Saturday due to the holiday and in hopes more people will attend)