



Communications Committee Report
October 14th, 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: Scott Johnstone as Chairman, Karl Davis, Devona Sayler, Tori DeVore, Christa Isenhardt, Cathy Faughnan and Jess Ellis

Most Recent Meeting: September 9, 2019, Attendees: Scott J., Jess E., Cathy F., Devona Sayler, Tori D.

New Internet Service (Progress Report)

- xBar7 need plot to complete easement
- Fiber run still waiting for xBar7 - need to recall in buried cable request. Paul turned that over to xBar7.
- Still waiting for stress testing.
- Land use was approved by Larimer County commissioners

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 Item: Setup a meeting just for Doc Retention to finalize rules - Scott
 - Action taken:
 - Committee looked at the little cinder-block building coming into the Meadows and we will use that building until it is full
 - Melissa has begun migrating documents to Google Shared Drive.
 - Paul Cyphers official administrator -- who is his backup? What does Melissa know about this? EMGrants site is the office
 - QuickBooks is cloud version
 - Ballots
 - Water reports
 - How would we do business continuance if they were lost and we needed to recover?
 - Mirror Well House - Check with Paul Flanagan if sealing up the plumbing would have a negative impact on water rights. - Scott
- Action Item: Write up draft procedure using new ballot box and ballots@bigelkmeadows.org
 - Status: In progress. Scott to send board draft of what had been created
 - Action taken: None - need to reassign at Dec meeting
- Action Item: Tori - Look into allowing members to update their own contact information for the directory
 - WP Members tool can handle this.
 - Tori will update columns to match the existing directory.
 - Initial intent is to use this data to share with BEMA Administration. Later we may be able to share certain data on the website such as an online directory.
- Action: Tori to explore options
 - Need to updates the privacy policy
- Action Item: Bugle Survey - Drafted Started
 - What oversight is needed?
 - Suggestion to review the survey with Board at Board meeting. - Scott will add to Agenda.
 - Suggest is maybe too much for now.
- Action Item: PCI Self-Assessment - Scott
- Action Item: Friends of Big Elk Communications - Cathy

Next meeting: Monday, November 11th, 2019