



**Communications Committee Report
August 15, 2020**

Ryan Sommers & Jess Ellis, Co-Chairs

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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: Ryan Sommers and Jess Ellis as Co-chairs and members as Karl Davis, Devona Sayler, Tori deVore and Cathy Faughnan

No meeting in July

New Internet Service (Progress Report)

- No change.

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
 - **Action taken:** Scheduling in progress
- Received xBar7 Easement
 - **Status:** Completed
 - **Action:** Easement signed and delivered
- Review and document BEMA procedures and systems
 - **Status:** In progress
 - **Action Item:** Incident/Covenant Violation Form requires improvement and documentation. Needs to be digitized and included in BEM manual.
- Review and digitize work-order system
 - **Status:** In progress
 - **Action Item:** Review and document current process
- Train Victoria on Google Suite of Products
 - **Status:** In progress
 - **Action Item:** Jess to meet with Victoria for training sessions
 - **Action Taken:** First training completed on July 28th for Google Docs and Google Calendar

Big Elk Meadows Association

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