



**Communications Committee Report  
September 19, 2020**

**Ryan Sommers & Jess Ellis, Co-Chairs**  
[rvans@bigelkmeadows.org](mailto:rvans@bigelkmeadows.org) or [jesse@bigelkmeadows.org](mailto:jesse@bigelkmeadows.org)

**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:** Devona Sayler, Tori deVore, Cathy Faughnan, Jess Ellis

**Monthly meeting was held on September 7, 2020**

**Attendees:** Jess Ellis, Ryan Sommers, Cathy Faughnan, Devona Sayler and Tori deVore

**New Internet Service**

- 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 taken:** Ryan and Jess met to develop a first draft plan of document retention recommendations. The plan was presented to the Communications Committee to gather feedback, and will be discussed with the board to finalize.
- 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 Taken:** Two trainings completed, more training will be scheduled as time permits.

**Big Elk Meadows Association**

PO Box 440, 29 Willow Drive, Lyons, Colorado 80540 303-835-7557