



Communications Committee Report
Ryan Sommers & Jess Ellis, Co-Chairs

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Written and submitted by: Ryan Sommers

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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 Saylor, Tori deVore and Cathy Faughnan

Meeting: November 17, 2020 **In Attendance:** Jess Ellis, Cathy Faughnan and Devona Saylor

New Internet Service (Progress Report)

- Building permit issued and tower construction has started. Power conduit has been laid thanks to the existing ditch we had open for the dumpster wiring.
- SpaceX's Starlink continues to be deployed across the Northern latitudes. At this point invitations for the testing are progressing Southward. The furthest South public reports have been made public put it at 44.9 degrees North; around the Northern Wyoming border.

Open Action Items

- Develop document retention plans for email communications, member/association documents, reconstruction, etc.
 - **Status:** In progress
 - **Action taken:** First draft of document retention plan has been provided to the Communications Committee and Board Members. Waiting on more feedback from Board Members to finalize the plan. May require another meeting with Victoria to get clarification on types of documents in certain categories and begin implementation.
 - Meeting held with Glenn Christensen, Paul Cyphers and Communications Committee for indexing and retention of documentation on all reconstruction projects. Director Sommers to take notes from what was agreed upon (from Director Ellis) and develop a G-Suite Structure and physical structure for categorizing, moving and retaining documentation.
- Review and document BEMA procedures and systems
 - **Status:** In progress
- Review and digitize work-order system
 - **Status:** In progress
- Train Victoria on Google Suite of Products
 - **Status:** In progress
 - **Action Taken:** Starting to use the new Shared Drives for committees and standardized creation procedures. This should alleviate some of the redundant work of the admin staff.
- BEM Website Improvements
 - **Status:** In progress
 - **Action Item:**

Big Elk Meadows Association

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