



Communications Committee Report
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Written and submitted by: Ryan Sommers

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

No monthly meeting held this month due to holidays and time constraints

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.

New Internet Service (Progress Report)

- No new information

Open Action Items

- Develop document retention plans for email communications, member/association documents, reconstruction, etc.
 - **Status:** In progress
 - **Action taken:** No new actions since last meeting
 - 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
- BEM Website Improvements
 - **Status:** In progress