



**Communications Committee Report
October 17, 2020
Ryan Sommers & Jess Ellis, Co-Chairs**

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

Monthly meeting was held on October 5, 2020

Attendees: Jess Ellis, Cathy Faughan, Devona Saylor

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 change.

Open Action Items

- Develop document retention plan 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.
- 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:** Two trainings completed, more training will be scheduled as time permits.
- BEM Website Improvements
 - **Status:** In progress - Investigating possibilities
 - **Action Item:** The Communications Committee has identified a handful of potential website improvements to enhance features and encourage more member engagement. Examples for improvements: event calendar, enhanced

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navigation, mailchimp newsletter imports, scrolling pictures on homepage. We will need to meet with Tori DeVore to see what is/isn't possible.

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