



Communication Committee
Co-Chairs – Devona Sayler and Meredith Campie
devonas@bigelkmeadows.org
meredithc@bigelkmeadows.org

December 7, 2022 for the January Meeting

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.

Members: Meredith Campie, Christa Isenhardt, Paul Cyphers, Ryan Sommers, Tori DeVore

Monthly Meeting- Wednesday December 7, 2022 -Sayler and Campie attended.
Worked on calendar updating

Motion to Board- Communication Chairs would like to change the general website password for security reasons as it was shared with the whole board. We are requesting a board vote.

Motion to Board- Communication Chairs are requesting the administration password to the website. We are requesting the information will be given during the board meeting.

Motion to Board- Communication Chairs are requesting the draft of the 2022 Annual Minutes from the prior secretary (Christa) so we can post them to the website. We are requesting they are received during the board meeting.

Action Items Completed

We need to figure out a process to have Calendar on the website and visible. According to Cyphers, Victoria is managing the calendar and keeping it updated weekly based on our committee meetings and reports. The only events we saw on the calendar were in November or set by a committee member for a committee we were currently a member. There was not access to the whole board for these events. Also, this calendar is not available to our membership. All committee meetings need to be shown to all board members and the entire membership.

- Meetings set that need to be removed
 - Board meeting on December 17th set by Johnstone
 - Board meeting on November 19th set by Victoria
 - Calendars shown from last year's committees need to be removed. Only prior directors can see these dates.
- Meetings that need to be added to the calendar. Victoria should refer to monthly reports for next meeting dates.
 - Operations
 - Social Meeting and Events
 - Friends of Big Elk
 - HR Ad-Hoc



- Firewise workdays
- ARC
- Common Area
- LTP
- Finance
- Water Rights
- Lake Health/Fish Habitat
- Quarter Water Meter Reads are missing from calendar
 - February
 - May
 - August
 - November
- All reporting dates for water rights missing from calendar
 - DMR
 - MOR
 - Water License Renewal August 2023
- Quarterly Dam Inspection dates missing from calendar
 - February
 - May
 - August
 - November
- Transitions from well to lakes-Quarterly missing from calendar
 - February
 - May
 - August
 - November

Open Action Items

As of December 7th we still do not have access to the website to make the changes below so this is still an open action item. **Completed a once over of the website and recommend the following updates/changes. Sayler and Campie do not have passwords to log into the website so the updates could not be completed.** Passwords were shared on 11/11 and Ryan has been requested to help with a tutorial. The password given to the whole board did not include the required admin access password. This list is accurate as of November 8, 2022.

- Home Page
 - Board Meeting Minutes
 - October 2022 board minutes need to be uploaded.
 - Upcoming Events
 - Social Events and next committee meetings need to be added
 - Title should be bold
 - News
 - Remove this section as it is blank
- About Us



- Team Members
 - Pat is no longer Operations co-chair
 - Devona is Communication co-chair
 - Meredith is Communication co-chair
 - Bobby is no longer Long Term Planning co-chair
 - Kirk is Long Term Planning co-chair
 - Ken is Common Area chair
 - David is Finance co-chair
 - Paul M. is Operations chair
 - Pat is no longer Vice President
- Committee List
 - None of the links show members so the description needs to be changed.
 - Communication is chaired by Devona and Meredith
 - Operations remove Pat
 - Long Term Planning remove Bobby add Kirk
 - We need a Common Area link with Ken as chair
- History
 - Add Bobbie's history list from the directory to the timeline
- Owner Communication
 - Help Wanted
 - Remove
 - News
 - Remove- add important documents to the owner resources
 - Annual Meeting/Town Hall
 - Needs 2022 draft
 - Written by Victoria and given to Christa
 - Board Meeting Minutes
 - September and August 2020 are out of order
 - Need to Add
 - 2022 October
 - 2019 November
 - 2019 December
 - 2015 May
 - 2015 July
 - 2013 May
 - 2012 October
 - 2011 January
 - 2011 November
 - 2010 April
 - 2010 May
 - 2010 November
- Owner Resources
 - FAQs
 - Remove the following topics
 - Leases
 - Dirt by baseball fields
 - Dam
 - HOA management
 - Water bill
 - Update contact information
 - Add key points from orientation packet



- Homeowner's Manual
 - Make sure all documents are current
 - Print new books to give to new owners or to hand out if old members want an updated copy
 - Homeowner Documents and Forms
 - Remove For Your Review: If the board has any documents they'd like you to review, you'll find them here:
 - Homeowner Documents
 - Create a section for Water Consumer Confidence Reports
 - Forms
 - Remove brick form
 - Digitize ATV/OHV/UTV Motorbike Registration
 - Remove Defensible Space Inspection Form (verify with Bobby)
 - Fishing and Lake Use
 - What is the purpose of this form and why is payment needed?
 - It references a Guest Fishing Badge Form, where is that form?
 - Digitize a Guest Fishing Badge Form
 - Digitize Horse Owner's Agreement
 - Digitize the Incident and Violation Form after update
 - Remove Member Comment, Suggestions, and Recommendations
 - Digitize Member Contact Information
 - Update New Owners Checklist
 - Digitize Picnic Shelter Reservation
 - Digitize Registration of Items Stored in Upper Meadows
 - Change fee to \$15 per year or item needs to be disposed of by owner
 - Towing Release of Liability
 - Remove or make digital
 - Digitize Work Order
 - Create a section for the documents that should be signed at closing. I.e. Water Use, Common Area, Swimming Pool Waiver
 - These can also be digitized
 - Firewise
 - Do we need this section?
- General Website and IT Functions
 - Look into options of easier loading of docs.
 - Having at least two IT persons
 - Updating the complete website
 - Going through and making a list of outdated items. (completed 11/22)
 - Making a list of what should be added that is missing. (completed 11/22)
 - Creating online processes for those items that currently use paper forms (similar to arc), boats, atv, upper meadow storage, etc.
 - Figuring out a process to have Calendar on the website and visible
 - Set up Member Communications as Doc. retention
 - 2022 Technology Refresh



- Complete build-out plans for camera systems at: WTP, sand shed, tank shed and office. **Ryan turned this into Operations**
 - Work with xBar7 to deploy phone in office foyer- **xBar7 on winter break**
- Water Meter Reading Project
 - Further incremental improvements to water billing and metering -On Hold pending meeting with ops on feasibility. **No operations meeting scheduled.**
- Organize BEM Shared Drive
 - Can only be completed by Cyphers
 - Requested screenshots of shared drives via email to Cyphers on October 21, 2022, October 25, 2022, October 26, 2022, November 1, 2022
 - Requested screenshots and access from Cyphers at December meeting.
 - Request denied because creating screenshots is difficult
 - Campie offered to help create screenshots in December meeting and via email Oct 25, 2022
 - According to Cyphers permissions are complicated
 - Campie stated she is able to see and understands permissions