



Communication Committee

Chair – Devona Saylor

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Oct. 15, 2022

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 (Vote in Campie as Co-Chair)

Monthly Meeting- Wed. Oct. 5, 2022 -Saylor and Campie attended.

Worked on Google Training, Action Items location, Master Calendar, Website updated

Action Items Completed

- Action items for each committee listed separately
- Training on Google with Campie
 - Sessions 10/6/22 at 1:30pm and 7pm - Attendees
- Master Calendar Rejuvenated- Updated Victoria's responsibility
 - Committee meetings listed as advised
 - Invites to Committee members for meetings

Open Action Items

- 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 - Going through and making a list of outdated items.
 - Making a list of what should be added that is missing.
 - 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.
 - Donate or recycle old, outdated computer equipment
 - Work with xBar7 to deploy phone in office foyer
- Water Meter Reading Project
 - Further incremental improvements to water billing and metering (On Hold pending meeting with ops on feasibility)