



**Communication Committee**

**Co-Chairs – Devona Sayler and Meredith Campie**

[devonas@bigelkmeadows.org](mailto:devonas@bigelkmeadows.org)

[meredithc@bigelkmeadows.org](mailto:meredithc@bigelkmeadows.org)

**February 18, 2022 for the February 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-** None- as work to engage Management Company.

**Action Items:**

- **Access to shared Drive and website for full management to identify who is going to give Communication Chairs and Secretary full access to both.**
- **Action item was moved to Paul Cyphers and Victoria Darling 2 Months ago, incomplete at this time.** Paul Cyphers wants to table for a management company to fix it, per Jan. Board Meeting 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. There was no access to the whole Board. All committee meetings need to be shown to all board members. When adding a Committee Meeting you have to include the entire Board to let others see the meeting. Goal is for the Membership calendar to be published for their knowledge of meetings.