



Ad-Hoc Communications Committee Report

Feb. 8, 2024

Christa Isenhardt, Chairperson

Purpose: TBD

No committee meeting have been held for a few months. A number of Board of Director meetings and community-oriented notices, such as freeze warnings, found keys, etc. have been sent over the last few months but more needs to be done.

It has been difficult to send out Member Communications of any controversial nature due to Directors disagreeing about what should be said so very little has been able to be sent to the Members. This is a major problem and I welcome help about how to improve results with this challenge.

The Communications Committee was disbanded earlier this year due to the intended transfer of responsibility/execution to Haven. Within a few months it was clear that wasn't going well so the Ad-Hoc Communication Committee was formed.

At this time I think it prudent to remove the "Ad-Hoc" and change back to a "formal" Committee. I'm happy staying the Chairperson but it is key that the Secretary be added to the Committee as well as others that are willing to write the various kinds of communications.

The former Charter was: 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.

Board Action:

- Does the Board want to re-create the Communications Committee?
- If so I'll motion to include Paul McDaniel and Ryan Sommers (and others?) as Committee Members.
- Does the Board think that this Charter should still stand as is?

The Office Administrator has been extremely helpful in sending out Member Comms when the Secretary wasn't available and the information needed to be sent ASAP. There are a few items that seem reasonable that the Office Administrator should be able to send (at the direction of the President) that don't need whole-Board approval.

Not having to follow the often week-long approval process for these kinds of notices would allow the Board to spend more attention on other work. The President is already allowed to send out urgent/time sensitive Member Communication without Board approval so this is just a small expansion in an effort to make things more efficient.

I will make the following motion: I motion that the Office Administrator be allowed (at the direction of the President) to send the following Member Communications without review by the entire Board:

- Notices of regularly scheduled Board of Directors meetings
- Committee meetings
- Time- and/or Safety-sensitive Operations updates...such as
 - Freeze warnings
 - To watch for large equipment when the roads are to be graded
 - Warnings about thin ice around the aerators
 - Found Keys
 - Pool or common area closures or maintenance issues.