



## Communications Committee Report

April, 2024

Christa Isenhart, Chairperson

Charter: 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.

Communications Committee Meeting was held on 4/3/24

Committee members present: Christa Isenhart, Carissa Dunlap, Ryan Sommers

Community members: Meredith Campie, David Evertson, Paul Cyphers, Susan Smith, Steve Saylor, Devona Saylor, Kathy Broome, Sheila Leonard

Meeting Notes:

Reviewed Charter and brainstormed to align what responsibilities and results the Committee wants to plan for.

### Compose and distribute member communications

- Clarification of ways to communicate with the Membership include 1) Website 2) Email (Mail Chimp) 3) Paper Mailings 4) Haven for email and possibly paper mail but we need clarification on costs.
- Suggested that next year's Committee develop a Master plan/schedule for the whole year of the various "milestone" communications and actions needed. Additions are expected throughout the year as topics arise. We reviewed a first draft (at the end) covering the next two months. This Master schedule will help keep assignments clear.
- Content for general Member Communications can come from Directors and Committee Members. More organization to be considered how best to organize this.
- Need investigation for details of how is a Facebook page (vs. a Facebook Group) set up, how does it operate? Are there legal opinion on if an HOA should or shouldn't use a Facebook page...what are the risks? Carissa to do initial research and send to Devona and Sheila to prepare a proposal for the next (May) Board Meeting. No Instagram investigation for now.
- Bugle Newsletter - do we bring that back? Last survey showed Members weren't interested in a newsletter. Some Members in the meeting still expressed interest. Who would be in charge of this and

how often would it go out. Who approves content? Do we have paper copies available in office, mail to some residents and send via Mailchimp? No one volunteered to pursue at this time...Tabled for future consideration.

Administer fair, timely, and accurate voting and reporting of ballots.

April packet for Annual Mailing - Carissa to email Christa and Devona docs to review for the general docs.

Coordination with Governance Committee needed for guidance/an updated Policy for Procedures to conduct a Contested Election using Secret Ballots per Altitude Law from last year to ensure the information, ballots and proxies that are to go in the April Annual Meeting packet are correct.

Other Communication topics discussed:

- Special Meeting – Date missed for sending mailed notice of meeting proposed for 4/13. Board action needed to finalize details, set a new date and notifications mailed out to comply with CCIOA and BEMA Bylaws.
- Town Hall – Q - Should Comm. Committee assist with agenda? A – No.
- Suggestion to do a "Meet the Candidates / Q&A" type event....it would have to be around the first weekend in May.
- Survey for membership - Questions are being worked on and when done will be sent to the Board for review.
- Discussion on what board members are going off the Board –request was made to send this out as a Member Communication sooner than the April mailing. Update – Member Comm including this info & info upcoming Ballot measure re: Member vote on the number of Directors sent on 4/9.
- Future Townhalls and "Working Sessions" suggested as a forum to just discuss ideas and hear more ideas/opinions from Members.
- Member suggested to review governing documents regarding the Policy for communication to the community.

Devona Sayler and Sheila Leonard requested to be added to the Communications Committee.

**Board Action:**

It is reasonable that Ops notices be allowed to be sent out with the approval of the President but without approval by the Board....thinks like:

- Notices of regularly scheduled Board of Directors meetings and 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.
  - Safety alerts of sightings of mountain lions or bears in the Meadows

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 Communications without Board approval so this is just a small expansion in an effort to make things more efficient.

- **Motion: That the Office Administrator be allowed (at the direction of the President) to send various email Member Communications of Operations alerts and regularly scheduled Board of Directors and Committee meeting notices without review by the Board.**

Also, regarding the Policy of Big Elk Meadows Association Adopting Procedures for the use of Board of Director Email Communications...it is reasonable that the Secretary be allowed to have a back-up to send out email Communications so if one small addition is added to the wording of Section 4 it will give the Secretary more flexibility about how/when email Member Communications are sent.

- **Motion: Change to the wording of Section 4 of the Policy of Big Elk Meadows Association Adopting Procedures for the use of Board of Director Email Communications from “Following the allotted comment period and upon approval of the President, the Secretary will send out the e-mail communication...” to “Following the allotted comment period and upon approval of the President, the Secretary, or at the direction by the Secretary, the Office Administrator or Communications Committee Chairperson, will send out the e-mail communication...”**