

REGENCY AT PROVIDENCE COMMUNICATIONS COMMITTEE

February 7, 2018

Participants: Dave Lowe (*chairperson*), Tom McCarthy (*representing the Board*), Kathy Flaherty, Charlie Jones, Katy Malone, Mary Seymour, Donna Smith, Todd Welsh

Call to Order

The Communications Committee's meeting was called to order by Chairperson Dave Lowe, at 3:35 p.m.

Approval of Minutes

The committee approved unanimously the minutes of the May 20, 2016 meeting.

Committee Membership

- Brief discussion about Cheryl Monaco's position on the Communications Committee and it was determined that she is a member of the Social Committee but does not desire to be a Communications Committee member.
- Mary Seymour asked for clarification of her role on the Communications Committee. It was concluded that Mary is the RAP Calendar representative and functions as Liaison for the Social Committee.
- By charter the Communications Committee is eligible to have 11 members; current members number seven.

Task Leaders Reports

1. Newsletter

Charlie Jones reported that everything is rolling along. Doesn't think he needs any help.

2. RAP Activities Guide

Dave Lowe – time for annual review of Activities Guide.

- The Social Committee is reviewing changes noted by Dave and will report back to him. Dave is currently waiting for a report from Neil Hartenstein related to the new Snow Committee; Art Lebofsky has submitted a description of the new Landscape Committee.
- Charlie Jones questioned who is heading up the Progressive Dinner going forward. Mary Seymour will follow up. Co-heads may be Donna Varvaris and Arlene Coar.

3. RAP Directory

- Donna Smith reported that a RAP Flyer with requests for Updates to the directory will go out to the community on the first of March; the Update only page will be distributed in April. The full version of the directory will be provided to residents on odd number years. .
- Todd questioned cost to produce the directory. Donna responded that the most recent version of the Directory cost about \$700. There was discussion about producing the Directory

electronically with password protection. Donna noted that some residents would be hesitant to have the directory released online as emergency contact information might be compromised. Todd recommended that we revisit electronic distribute in a year or so. Discussion ensued regarding neighbors who are not computer savvy and would not know how to print out the directory.

- Todd suggested a community wide electronic yearbook for residents willing to share personal and family details. Charlie added that we include it as a photo directory as well. Donna noted that this maybe a way of seeing how neighbors respond to this idea. It may lead to the option of transitioning the directory. Charlie and Kathy offered to help Todd.

4. Email Communications

- Katy Malone noted that as of Monday, February 5th residents with AOL and Verizon accounts are not receiving RAP Flyer. Todd suggests that someone having a Verizon account contact the provider and explain the situation. Katy and Todd are going to meet off line after the Communications meeting to discuss some follow-up options.
- RAP Classified – Katy is recommending that we adjust the guidelines specifying that we don't send out follow-up RAP Flyers indicating that items have been sold. Katy will expand the policy statement and it will be sent to the Board for approval.
- Dave asked Katy about her workload. There is no one trained as a back-up. Katy will consider some possible back-up candidates.

5. Website

- Todd Welsh noted that the RAP website is accessed at my-rap.com. The password for the RAP Sheet is my-rap. The password for the Board minutes is 199Sloan. Website is fine; 50-60 people actually use the website.
- Charlie asked if all the newsletters are on the website. Todd indicated that the newsletters date back to December 2006.
- Dave asked Tom for clarification about the computers in Diane Biddy's office. Tom responded that the one Diane does all her business on belongs to Associa and the other one belongs to RAP and contains the back-up data base for the gates. Board documents go into the Associa computer in a reserve called 'the Vault'. By contract, all those documents belong to RAP and will be transferred if we ever change management companies. Policy guides are there as well. Dave requested that Tom go back to the Board to ask if all copies of the RAP Sheet could reside there. Todd uses Word Press for the RAP Website; cost is \$37 a year. It comes with the url and live technical help when needed but is only backed up by Word Press.
- Charlie makes a recommendation that Todd gets reimbursed through Diane for the \$37.
- Dave recommended that he, Charlie and Todd form a subcommittee to determine a safe location for archiving the RAP Sheets.
- Todd would like to train someone to use Word Press. Discussion ensued from Charlie about back-up for the RAP Sheet.
- Dave is proposing that we try to locate tech savvy residents who may be interested in joining our team. Dave will take the lead on sending out a RAP Flyer.

6. External Communication Activities

Todd Welsh clarified his involvement in the Joe Gambone site and stated that Neil has been more personally involved. The corner lot is up for sale and has risen in value as a result of Gambone getting all permits approval. Todd occasionally checks out the Upper Providence website.

Side note:

- Charlie suggested that the Communications Committee put a note in the RAP Sheet regarding back-up support for the newsletter, RAP Flyers and the website. Dave agreed to put something together.

7. Social Committee Liaison / Calendar

Mary Seymour

- Calendar is moving along fine. Mary noted that documenting how she handles the Calendar details may be helpful for someone else who can come in and take over if needed. Dave offered his assistance.
- Social Committee has concern about finding someone to handle the Holiday Decorating Committee. Otherwise, Various Activities, Speaker Series, etc. are all moving along nicely.

8. CA Board Liaison

- Tom McCarthy (*representing the Board*) – Todd had called Tom about residents not being able to get Wi-Fi connections in the clubhouse. Tom recently purchased and installed *Net Gear Night Hawk* and the connection seems to be working fine. It's currently not password protected.

New Business

- No new business noted

Summary / Actions

- Actions are noted in other areas of the minutes.

Adjournment

With no further business, the meeting was adjourned at 5 p.m.

Respectfully submitted,

Kathy Flaherty, Recording Secretary