

Regency at Providence
Communications Committee Meeting
March 27, 2013

Participants: Charlie Jones (*chairperson*), Dave Kendall, Dave Lowe, Katy Malone, Rosie Shannon (Social Committee Liaison), and Norm Feldgus (Board Liaison)

The meeting was called to order at 10:00 a.m. Charlie Jones welcomed everyone and handed out the minutes from the previous meeting. Since there were new members to the committee the old minutes were reviewed. In addition, everyone was given a copy of the committee's mission statement which had been previously approved by the HOA Board. A discussion of both the minutes and the mission statement followed.

During the discussion it was suggested that the person on the Social Committee that is responsible for completing and updating the monthly RAP activities sheet and calendar should serve as a liaison on the Communications Committee. Rosie Shannon has that role now and she agreed to do so.

Dave Lowe asked to review the mission statement. He stated that we are not managing the community-related forms and other key documents as stated in our mission. Dave Kendall said that some of the Board documents were available on our website. After some discussion it was evident that there was not a systematic plan to account for all the forms and documents that were in existence throughout community. Dave Lowe said that he could easily put a plan together but would need some direction from the Board. Norm Feldgus said he would bring it to the Board for further discussion. He told the committee that the Board is in the process of reviewing the RAP Declaration with hopes of creating a new document that would simplify and consolidate all the various rules and regulations of the community.

It was also decided to change the mission statement to read - The Communications Committee shall meet on an as-required basis.

Next, Dave Kendall reported on the website. He stated that he was working with Rosie Shannon to update the monthly list of activities and calendar as changes come about. He also said that he would post the new Activities Guide as soon as it was completed. He reviewed his annual costs to maintain the website. The annual fees for 2012 were \$13 for our domain name (rapv.net) and \$24.95 to register the domain. He stated that presently he was using Wordpress.com to host our website. Norm Feldgus said that he would submit the bills for 2012 and 2013 to the Board for reimbursement.

Katy Malone discussed RAP Flyers and Rap Classifieds. All seemed to be going well except for the fact that of late she had a call from Comcast that some people were marking those emails as SPAM. If too many residents continue to do this we could lose the right to send them out. We believe that a number of residents are marking them as SPAM rather than deleting them. A notice went out in the RAP Newsletter explaining the situation. Basically the notice said not to click on SPAM. If you wish to delete either of them from your email just click on the delete key. It also stated that if a resident did not wish to receive flyers or classifieds to notify Katy and she would take them off of that list.

Katy also stated that she wished that her email address was much smaller. She had to change the old one (rap.flyers@comcast.net) to a business one (rapflyers@midatlantic.comcastbiz.net) in order to send out a large quantity of emails that is now required. It was decided not to do anything about it now but it should be looked at in the future.

Katy also brought up the discussion about lost pets that sometimes get away from their owners. An incident occurred the other day in which a resident lost their dog. Even though a RAP flyer went out the homeowner did not see it. The person who found the dog did not know the pet or the owner. Katy suggested that perhaps we could create a directory of pets and their owners. It could be distributed along with the Community Directory and updated annually. There was some discussion and many thought that might be a lot of work for incidents that rarely happen. It was then discussed if a pet owner could post information about their pet on our website along with a picture. Again there seemed some resistance to do this but Dave Kendall said he would think about it.

Charlie Jones spoke about the newsletter and said all was going well. The only apparent issue was getting the calendar to fit the present format. Thus far it has been resolved but if the activities continue to expand he may have to rethink or reformat the newsletter to present the calendar differently. Norm Feldgus brought up the point that some communities put advertisements in their newsletter and have the paper printed for free. Dave Lowe said that this had been presented before but the Board had turned it down. There was some discussion about the pros and cons of each. It was decided to leave things as they are for now.

Dave Lowe discussed the RAP Activities Guide and handed out a chart to propose new changes to the guide. It was suggested to do away with the Appendix since the information it contains is posted on the website and printed in the newsletter. All agreed. Having resolved that issue he would proceed to complete the 2013 Activities Guide. Once completed it will be posted on the website.

In other business, the committee recommended to the Board to get a good wireless connection available in all areas of the clubroom both at Regency and Regency Hills. It was also suggested that the Board purchase a copy machine so that committees could copy agendas, minutes and other documents as needed. Another suggestion for the Board was to purchase their own computer so that everything that was being prepared digitally could be backed up for future reference. It would also be nice to have a computer station for residents.

The next formal meeting is planned for October 21, 2013 at 10:00 am. Other meetings may be called on an as need basis.

The meeting was adjourned at 11:58 a.m.

Respectfully submitted,

Charlie Jones