

**Regency at Providence  
Communications Committee**  
Organizational Meeting  
3.7.2011

Participants: Charlie Jones (*chairperson*), Kathy Flaherty, Dave Lowe, Katy Malone, Donna Smith, and Mary Lou Waasdorp

This first meeting of the committee was called to order at 10:10 a.m. Charlie indicated that this committee, like other Regency at Providence Committees, should have a mission statement, defined duties and guidelines. The existing committee members are currently assuming a variety of roles to enhance communication in the development:

- Charlie—editor of the newsletter (RAP Sheet)
- Kathy---handling distribution of hard copies of the newsletter
- Dave---assuming responsibility for the *Activities Directory* and serving as proof-reader of the RAP Sheet
- Katy---managing RAP flyers and RAP classifieds (all electronic distribution)
- Donna—a co-editor for the Directory and coordinator of the Block Captains
- Mary Lou---webmaster

Charlie noted also that it has been expressed that some community committee should assume responsibility to maintain a list of active forms and put forms together in some fashion.

Dave requested and Katy agreed to provide a list of all committee chairs in order to contact them systematically.

There was discussion about advertising vendors. It was concluded that RAP flyers or classifieds should not be used for this purpose; should someone submit a flyer to advertise a vendor, Katy would encourage the person to insert this information (testimonial) in the vendor book that is in the craft-room. Donna will write an article for the April newsletter reminding residents of this resource. Residents could continue to request assistance from community members via RAP flyers to locate services (e.g., electricians, plumbers, decorators, basement remodelers, etc.); this leads to a personalized response from residents to the individual who makes a request.

Dave volunteered to draft the “Committee Purpose and Duties.” During the meeting, through some brainstorming, purpose and duties were preliminarily defined.

The purpose of the Communications Committee shall be to facilitate communication among residents of Regency at Providence relating to common community facilities and activities.

The Communications Committee shall:

- Develop and maintain a directory of community residents.
- Create and disseminate the RAP Sheet, RAP flyers, and RAP classifieds.
- Maintain a website.
- Maintain forms.
- Maintain an Activities Guide
- Coordinate with the Board for Approvals, etc.

Specific roles and responsibilities will need to be delineated.

Dave asked if perhaps the community might consider purchasing a computer for persons who are assuming Communications responsibilities. Others suggested that perhaps it is software that needs to be purchased. This is subject to further discussion.

There was some discussion regarding the difficulty of converting large pictures and formatting articles submitted in word for the newsletter.

Issues in accessing the RAP Website to enter data were presented. Mary Lou will work with individuals to facilitate the process in which passwords are established and changed.

There was also discussion about possibly passing on the cost of printing a copy of the RAP Sheet to the residents who do not have computers and require a hard copy.

The meeting was adjourned at 11:35 p.m.

Respectfully submitted,

Donna Smith