

REGENCY AT PROVIDENCE COMMUNICATIONS COMMITTEE

April 22, 2019

Participants: Dave Lowe (*chairperson*), Ruth Chillemi, Kathy Flaherty, Setta Jacobs, Katy Malone, Mary Seymour, Donna Smith, Todd Welsh, James Young, Nino Morello (*RAP Board Representative*).

Not present: Charlie Jones, Lucy Hornstein

Call to Order

Chairperson, Dave Lowe, called the Communication Committee meeting to order at 10:08 A.M.

Approval of Minutes

The minutes of the January 8, 2019 meeting were sent to committee on February 7, 2019; no additions or corrections were requested. The minutes were posted on the website.

Task Leaders Reports

1. Regency News – Ruth Chillemi & Setta Jacobs

- Setta noted a problem she had with a recent email that disappeared. Ruth may have deleted the same email from her phone and it's possible it affected the email in Setta's mailbox.
- Setta questioned what was decided about RAP Flyers that are returned to the RAP Flers mailbox because the responder is hitting 'reply' instead of replying directly to the person indicated on the Flyer. Setta recommends that:
 - Please do NOT click "reply"**
 - The original sender's contact information is included in this message**be included at the beginning and the end of every email.
- Katy indicated that when this situation happened during her tenure as Coordinator, it was her practice to reach out to neighbors new to the community to explain the proper procedure. She did indicate that there were still neighbors who had been in the community for 13 years and were still hitting 'reply' back to the RAP Flyer mailbox and she did not respond to those individuals.
- Setta wanted neighbors to know the consequences if they hit 'reply' and the message returns to the RAP Flyer mailbox.
- Setta wants to run a test for the next three months.
- Ruth requests an email go out to the community detailing the guidelines for a RAP Flyer email before starting a test, noting, 'if you hit reply, your email will be deleted'.
- Mary suggested that the sender's name be included at the top of the email indicating that is who is to receive the reply.

- Todd requested that every RAP Flyer be consistent with the sender's name, address, email address and phone number.
- Donna notes that her RAP Flyers indicating sad news to the community shouldn't need more than her name and email address.
- Dave asked that Ruth and Setta put together whatever they think they need to do to resolve the situation.
- Dave observed that 500 emails have been sent out in the past six months.

2. Newsletter – Charlie Jones

- Charlie sent word that there are no problems with the newsletter, everything is fine. It was noted at the meeting that Nino's name is spelled wrong in the newsletter..

3. RAP Activities Guide – Dave Lowe

- Dave updates the Activity Guide on a yearly basis. He noted that Arlene Smith is very good about notifying him if there are changes she becomes aware of via the Social Committee.
- Dave asked Mary, as the Calendar person, if she gets these notifications. Mary indicated that Charlie usually keeps up with these records and adjusts the calendar accordingly.
- Dave agreed to continue updating the list of Activities in the RAP Sheet.

4. RAP Directory – Donna Smith

- Full directory is at the printer and hopefully we will have it ready for delivery before the end of April.
- The community's polling location has changed since the directory went to print. An email will go out with the new polling location, asking residents to update the information in their new directory.

5. Website – Todd Welsh

- Website is going along smoothly. Everything is Board certified and current.
- The Website is renewing in May on Todd's credit card; he will submit a bill to the Board.

6. External Communication Activities – Todd Welsh

Todd noted that Ed Dressler keeps the community apprised of external community activities.

7. Social Committee Liaison / Calendar - Mary Seymour

- Mary has nothing to report at the present time.

8. CA Board Liaison – Nino Morello

- The annual walk about will take place in May or June.

- Tom McCarthy is resigning from the Board and anyone interested in the position should contact Bob Derbyshire.
- Outdoor pools open in May.
- Landscaping has begun.
- Phase three receiving new mailboxes over the summer.
- Open board meeting May 23rd at Sloan Clubhouse.
- RAP Flyer related item – As noted by Nino and reiterated by Dave, any question about any RAP Flyer news item is to go to Nino Morello for vetting.

Old Business

- **Online Community Directory** – Dave stated that he went to the Board to ask if we should consider pursuing this concept. The Board declined and suggested Dave come back to the committee to provide them with a proposal.
- Dave requested comments about this concept and the making of a proposal:
 - o Donna asked for clarification that this option would be a separate entity and community members would be able to opt in to it voluntarily. Dave concurred.
 - o Katy agrees with including the pertinent information of the resident with the option of a picture but suggested that an autobiography was unnecessary.
 - o Donna shared that after a long tenure of managing the printed Directory the Smiths have agreed it's time to resign. They are willing to work with someone through an October transition.
 - o Mary recommended that we move this directory online and removing the paper directory.
 - o Donna thinks this is a very logical period of time to explore the online directory; however she reiterated that there are a number of residents who agreed to participate in the directory because it was only produced in hard copy.
 - o Katy asked about the cost to print; Donna will check this out and report at a later date.
 - o Katy questioned what we do if no one steps up to shepherd the hard copy version of the directory.
 - o Discussion ensued and Todd said he would talk about this more when we get to Old Business.
 - o Donna has agreed to continue to collect new and corrected information for the directory through a transition assuming it meets her and John's October end date.
 - o Katy asked how we would try to find a replacement for the Smiths; Dave noted that he and Donna would discuss it.
 - o Donna will still be involved with the Good Neighbor Committee; she will continue to collect all the information she currently gathers and pass it on to the necessary parties.
 - o Todd's comments about an online directory after extensive research:
 - It needs to be private, not accessible to the outside public
 - What it will require is a web post that will support a data base. WordPress.com that we have now does not support any of what is needed.

- Todd recommends that we port the whole site over to Blue Host or another company that will host a Word Press site. Right now it would cost \$106 for three years plus \$150 to port it over. Once we did that, they have all the tools to build what we need, including that every individual who opted into this digital online directory would have their own private authorization and they can only edit their own records.
- Todd would request James' help with the work needed for a transition to Blue Host or similar platform.
- Further exploration is needed and timing is also an issue if a transition is determined.
- It is achievable to have a very private online directory with contact information for every member of the household.
- Katy asked if it would be possible to print out a hard copy of the directory. Todd responded that only the Administrator would have the ability to print out the directory.
- Todd requested permission to take the lead in pursuing cost and details of moving our website over to Blue Host. He noted that they offer professional security tools and document backup capability which we currently do not have with Wordpress.com
 - Kathy presented a motion for Todd to proceed with the online directory; Donna Smith seconded. All in favor.
- Donna commented that the Smiths may not have to formally resign. The transition to an online Directory may be a logical progression for moving forward with the Directory.
- **Community Yearbook** – Todd suggestion - A secret Facebook Group account might satisfy this idea. Can be managed by a couple of people. Participants will have to be a member of Facebook and be invited to join by the administrator.

New Business

Summary / Actions

- Regency News item 'vetting' procedures
 - Action noted in Nino's board report.

Adjournment

With no further business, Donna made the motion and Todd second. The meeting was adjourned at 11:12 A.M.

Respectfully submitted,

Kathy Flaherty, Recording Secretary