

REGENCY AT PROVIDENCE COMMUNICATION COMMITTEE

Monday, May 10, 2020 - 10:00 AM (Via Zoom)

Participants: Dave Lowe (*chairperson*), Todd Welsh (*co-chair*), Ruth Chillemi, Kathy Flaherty, Setta Jacobs, Charlie Jones, Katy Malone, Mary Seymour, Donna Smith, Nino Morello (*RAP Board Representative*) Not present: Lucy Hornstein, James Young

Call to Order

Dave Lowe called the meeting to order at 10:05 AM.

Approval of Minutes – September 5, 2019

The minutes of the September 5, 2019 meeting were sent to the Committee on September 19, 2019. No additions or corrections were noted. Todd posted the minutes on the RAP Website.

Other Meeting Notes

The RAP Communication Meeting scheduled for **October 28, 2019** was cancelled. A brief executive session was scheduled to set up meeting dates for 2020. Dave, Todd, Mary and Kathy were present. Nino was invited as was anyone else on the team who had thoughts about the upcoming calendar schedule.

RAP Communication Committee 2020 Meeting Schedule:

Date	Time	Location
Monday, February 24 th	10 AM	RH Clubhouse
Monday, May 11 th	10 AM	RH Clubhouse
Monday, August 24 th	7 PM	RH Clubhouse
Monday, November 16 th	10 AM	RH Clubhouse

Dave noted that additional meetings may be called if required; any of the committee meetings may be cancelled if not required.

February 24, 2020 – Dave noted that this meeting will be information/planning session regarding how the committee may be able to use the capabilities of Vantaca, a community management software platform currently being implemented by our new management company.

Participants: Dave Lowe (*chairperson*), Todd Welsh (*co-chair*), Ruth Chillemi, Kathy Flaherty, Lucy Horstein, Setta Jacobs, Jones, Katy Malone, Mary Seymour, Donna Smith, James Young, Tom Davis (*RAP Board Representative*) Not present: Charlie Jones

Dave directed that no minutes would need to be taken.

Task Leader Reports for May 10, 2020 (no Vantaca discussion)

Regency News / RAP Flyers – Ruth Chillemi & Setta Jacobs

- All is going well; current decrease in flyers being requested.

Newsletter – Charlie Jones

- Everything is rolling along. Right now it's hard to predict where we are going. June will probably be void of activities so the calendar will probably be empty.

RAP Activity Guide – Dave Lowe

- Done for the year.

RAP Directory – Ruth Chillemi

- Took all information from Donna Smith for the directory reprint; entered everything into Access. Am able to generate multiple reports from one source.
- Not taking it to print yet; waiting for ability to hand deliver.

Website – Todd Welsh

- Board requested some changes; some items were relocated on the Website. Todd and Lucy have Editor status on the RAP Website.

External Community Activities – Todd Welsh

- Nothing to report

Calendar / Social Committee Liaison – Mary Seymour & Pat McCann

- Mary reported that nothing much is happening since there are no activities. Pat McCann is on-board and Mary is hoping she can take over at the beginning of the year.
- Nino commented, "We are on lockdown until the Governor lifts the restrictions"

Board Liaison – Nino Morello

- March meeting that was scheduled with the Committee chairs was deferred to April. The board did a virtual meeting with the chairs.
- Reported on the various areas of concern around the clubhouse property
- Vantaca is not scheduled for rollout until September or October. They have run into bugs at other communities. This start date has changed a couple of times. January 1st may be the more realistic.

CAMCO / VANTACA DISCUSSION

Discussion/vote on Policy Statement

Policy Statement

The RAP Communications Committee is responsible for the production and distribution of several media products* designed to enhance communications within our community. These products are well developed, mature, and have proven useful to our residents. They are staffed and produced by skilled, experienced resident volunteers. It is the consensus of this committee that the format and quality of these products are exceptional and should be maintained as such. Therefore, we believe that Vantaca should be used to support any of our products only in those instances where it can be expected to provide an improvement in either 1) the quality of a product, and/or 2) the efficiency of a product's maintenance or distribution.

*Note: Activities Guide, Calendar, Directory, Newsletter, Regency News Items, Website

- Dave and Todd met and put together this policy statement. Vote was taken with all in agreement that the statement reflects the consensus of the committee. Motion: Mary and Setta.
- Nino: Kim is currently undergoing training with Vantaca; we may want to wait until she has completed her training before approaching her with any questions related to Vantaca.

Calendar

- Mary requested that a programmer create a specific calendar program for our community
- Todd will look into commercial calendar programs for us
 - Todd requested a list of requests from Mary for the RAP Calendar

NEW BUSINESS

- Setta asked why the Committee Meeting Reports, appearing in the RAP Flyer, send residents to the Website to access the meeting notes; can they also be attached as a pdf file within the email.
 - Nino: Board minutes will continue to be password protected on the RAP Website, however; Nino will take the request for Committee Meeting Reports to the board for their review.

Adjournment

With no further business, Todd makes a motion to adjourn. Approximate time, 10:40 AM.

Respectfully submitted,
Kathy Flaherty, Recording Secretary
May 16, 2020

Next Meeting: Monday, August 24th, 7 PM, RH Clubhouse (hopefully)