

## REGENCY AT PROVIDENCE COMMUNICATION COMMITTEE

Wednesday, April 27, 2022 - 7:00 PM – Regency Clubroom

Participants: Dave Lowe (*chairperson*), Todd Welsh (*co-chair*), Ruth Chillemi, Kathy Flaherty, Lucy Hornstein, Katy Malone, Pat McCann, Karen Windau (*RAP Board Representative*)

Zoom participants: Setta Jacobs and Donna Smith. Not present: Charlie Jones, James Young

### Call to Order

Dave Lowe called the meeting to order at 7:01 PM

### Approval of Minutes – February 16, 2021

The minutes of the February 16, 2021, meeting was sent to the Committee on February 22, 2021 and after minor changes, Todd posted them on the RAP Website on February 24, 2021. Minutes were officially noted as approved at the April 27, 2022 meeting.

### Task Leader Status Reports

- 1) **Newsletter** – Dave reported for Charlie that everything is going smoothly with the newsletter.
- 2) **RAP Activity Guide** – Dave deferred to New Business.
- 3) **RAP Directory** – Ruth reports regarding the directory update that some residents are struggling to get all the necessary fields completed accurately and she is spending time going back to ask for more specific details.  
Requests contact number from Donna for the directory printer known as The Printer's Printer.
- 4) **Website** – The company that hosts our website has been experiencing some down times. We pay for their service which includes buying plug-ins, e.g., site security, back-up, etc. comes to about \$300 a year.  
Todd asks the question, "How bad is it that residents are not receiving their emails and they are going to their spam folders". Ruth indicated, "two a month". That's from people she hears from, but the concern is those who do not know they aren't receiving emails. Todd is reviewing other options and is considering the company, Constant Contact a popular bulk email. One of the things he is requesting is a 'REPLY' button back to the original author. Further discussion on Todd following up with Constant Contact and the impact it will have to convert to a new system.
- 5) **External Community Activities** – It was mutually agreed to excise this task from the agenda.

- 6) **Social Committee Liaison/Calendar** – Pat reported that the Calendar is doing well. Her concern is when there are changes during the month and the calendar needs to be updated.
- 7) **CA Board Liaison** – Karen reports that the roof issue is still on-going. Camco is proposing a movie night for the community. Floors in the clubroom are going to be replaced.
- 8) **Regency News** – Setta began by reporting problems with sending out RAP Classifieds.
  - 1) Proposing plans to modify the process.
  - 2) Recommending no more thank you emails for referrals or recommendations.
  - 3) Streamlining policies with the creation of a ‘cheat sheet’ for RAP Flyers.Setta and Ruth will work on some revisions and get them out to the committee.

**Old Business** – *nothing discussed*

**New Business** – ***RAP Activities Guide*** - Dave is looking for clarification about updating the guide. Not clear what was decided.

Katy contemplated resigning but has decided not to resign to keep our members at 11. The committee requires an odd number.

Kathy requests decision to get quarterly meetings on the calendar. If an email goes out that there is nothing new for the agenda we can always cancel.

### **Adjournment**

With no further business, a motion was made to adjourn the meeting at 8:04 PM.

Respectfully submitted,  
Kathy Flaherty, Recording Secretary  
*May 9, 2022*

**NOTE:** Future dates for 2022 – Wednesday, July 27<sup>th</sup>, 7 PM, Sloan Clubroom and October 26<sup>th</sup>, 7 PM, Sloan Clubroom