

## COMMUNICATIONS SUB-COMMITTEE MEETING

DRAFT Minutes - Thursday, January 27, 2010

The meeting was called to order at 1:06 pm by Chairman Joel Taylor in the Conference Room.

Members present: Chairman Joel Taylor; Myrt McIntyre; Julia Much; Coreen Salter; and Jim Soll. Don White has resigned from the committee.

Administrative Assistant Deborah Levitan was present and recorded the minutes.

**OLD BUSINESS** – None.

### **NEW BUSINESS**

**N-01 – Organization of the committee:** Chairman Taylor gave a general overview of what steps were needed to organize the new Sub-committee and proceeded to Item N-02.

**N-02 – Appoint a Vice-chair:** Chairman Taylor nominated Coreen Salter to be Vice-Chair of the Communications Sub-Committee and she accepted.

**N-03 – Set meeting times:** Committee members discussed the best day and time for future meetings and it was decided that the regular meeting would be on the second Monday of the month at 10 am in the Conference Room, with any additional meetings to be scheduled at 3:30 pm if possible to accommodate Myrt McIntyre's schedule.

**N-04 – Review of charges:** The list of charges from the January 12 Board meeting were distributed to the members and discussion ensued. Chairman Taylor would like the members to write down any/all ideas they feel will improve communication at Tucson Estates, as well ask friends and neighbors to give input as well.

The creation of a modified Suggestion/Complaint form to be used exclusively by the Sub-committee was discussed, with a change in wording from "complaint" to "concern." Administrative Assistant Deborah Levitan will inquire of management if such a form will be allowed. Additionally, an article will be placed in the March issue of the Association Report as a call to residents to provide their input to the committee in writing, using the specially-created form if it is approved for use. The importance of follow-up responses to residents was emphasized.

Chairman Taylor also mentioned that once the Sub-committee has drafted recommendations, they be reviewed by legal counsel prior to submission to the Board. There are some concerns about TEPOA's liability, particularly with a possible "Letters to the Editor" or similar vehicle for residents to express their ideas and/or concerns.

The various processes and information sources currently available to TE residents were discussed. Some that were mentioned were the TE website, the Association Report, flyers, committee meetings and bulletin boards. He informed the committee that the use of flyers to inform residents about the new office project in 2006 was particularly helpful. The Town Hall Meeting scheduled for Monday, March 22 was agreed by all members to be a positive step as it would allow for two-way communication.

## **OTHER BUSINESS**

Administrative Assistant Deborah Levitan called the committee's attention to some problems associated with the changeable sign on the wall of the old office. All events or meetings that are displayed on this sign are also posted on several bulletin boards, listed on the posted calendars, located in several places in both the Association Report and on the website and advertised on sandwich boards nearby. The limitation of four items at a time frequently requires the sign to be changed several times per week, often in inclement weather; sometimes even twice in the same day. The heavy door poses a safety hazard to staff and passersby, especially on windy days. After discussion about possible solutions, and in light of the many other informational vehicles available to TE residents, the following motion was made:

***Myrt McIntyre moved and Jim Soll seconded that a recommendation be made to the Board of Directors that the wording on the sign on the wall of the old office be changed to read simply. "PLEASE READ THE ASSOCIATION REPORT AND BULLETIN BOARDS. THANK YOU." The motion carried unanimously.***

The next meeting will be held on Monday, February 8, 2010 at 10:00 am in the Conference Room.

***Julia Much moved to adjourn; seconded by Myrt McIntyre. The motion was approved unanimously and the meeting was adjourned at 2:02 pm.***

Respectfully submitted by

Deborah Levitan, TEPOA Administrative Assistant