

COMMUNICATION COMMITTEE MEETING MINUTES
2/04/2021 at 1 PM via Zoom

1. The Chair called the meeting to order at 1:05 PM
2. Quorum: Jill Dempsey, Helene Pihl, Nan Williams, Lynn Hoheisel, and Elsie Neal were in attendance.

Other: Chuck Harless, condo owner also attended.
3. Volunteer to take minutes: Helene Pihl volunteered to take minutes for this committee beginning in March.
4. The Chair led a discuss about the “Blasts” now coming from KPS. A couple of the owners in the meeting reported receiving the Blast. Elsie reported that she did not receive the Blast. She plans to contact KPS to make sure they have her correct email address. These Blasts are not as attractive as the Fairway Village version but do contain all the important information. This type of communication is still the quickest way to get news out for those with email.
5. Foyer Flyers- After discussion, it was decided that a Foyer Flyer with all the meeting information for the month, once per month would be sufficient. If important news needs to be communicated, then a second Flyer would be appropriate. In most cases, the old flyer should be removed when the new one is put up to keep the door tidy and so as not to confuse the owners.
6. Condo Column- We discussed ideas for the March Condo Column given the deadline of 2/15/21. Helene is on the SE Corner Committee and thought she could provide some preliminary survey data. We can also include information about the garage break ins and the broken truck windows of unit # 80 owner. Jill will contact the truck owner for more information.
7. Website review-Helene has looked at the website and Nan and Elsie agreed to do so. Jill said that the updated Insurance Certificate will be added and that draft BOD meeting minutes from November and December will be replaced by the approved versions. We discussed whether committee minutes should be posted in draft form once the members have reviewed and made any additions and corrections. All members agreed that this was acceptable. It was noted that if we waited until the minutes were approved, the information would be a month old before they were available. We also discussed audio and video recordings of the meetings available with Zoom. Jill reported that only a couple people have requested this information and that a link to the

recording on Zoom can be forwarded by email. Zoom stores the recording for 30 days. Downloading and storing these recordings takes time and computer storage space if we were to post them on the website. The group unanimously agreed that forwarding the Link if requested was acceptable.

8. Jill led a discussion on how best to inform non-computer residents concerning BOD meeting minutes. Each committee member agreed to call those owners on our list, post survey who do not have computers to see if they would be interested in receiving a copy of the minutes. Then they will deliver the minutes each month within their assigned units. We then discussed the possibility of governing document changes that may require owners voting and how best to provide the information that may be challenging to explain in a letter. The committee members were encouraged to think about this and provide feedback if they come up with a good idea.
9. Jill Dempsey provided an update of contact with the Welcome Committee as discussed last month and a need to follow-up again.
10. Announcements: The next meeting will be on March 4, 2021 at 1 PM via Zoom
11. The meeting was adjourned at 2:08 PM