**RMHA COMMUNICATIONS/WEBSITE COMMITTEE MEETING**

July 14, 2021, from 4-5 pm

Attending: Jim Lamy, Chair, Jim Britton, Debby Sunkenberg, Jean Fox, Ed Mazur (online)

Notetaker: Judy Boehm

**Meeting Notes**

1. Jim Lamy said that all emails he sends from Communications Committee now seem to be getting to all residents. He sends in 4 groups by email server groups.
2. Jean Fox is now also on the ARC.
3. New email addresses for RMHA committees are now active. They will be used by Communications Committee for Contact Us queries. Jim Lamy will send the Communications Committee members a copy of these.
4. Paul Dain had asked about noting on our website that one of our residents will be in the Japan Olympics. Jim Lamy will send an email out to all with several names of participants connected to Rosedale.
5. Jim Lamy will convert the older resident contact list in Access to Excel and send to Judy. She will add new residents whose contact information has been sent to her from RPM over the past year. We will ask HOA presidents to review/correct the list. Judy will manage this Excel resident contact list for the future.
6. Sign at gates announcing BOD meetings: Don Goodenow had suggested purchase of an electronic sign. Jim Lamy will email Don stating that we will pursue a less expensive non electronic option.
7. Actions based on Dave Kuchinski’s suggestions
	1. Jim Lamy will write to RMHA committee chairs and offer to place their meeting agenda, minutes, action item list on our website.
	2. We will add to the website Bob Young’s email about removing gates during conditions of high wind.
	3. We will not add the recent compliance emails to the website since they are already present in the complete CC&Rs and Brief Guide to CC&Rs.
	4. Debby will add option to send email attachments with Contact Us queries on website. These will be sent to a generic Communications Committee email address that includes those who answer the Contact Us queries.
	5. When we forward a Contact Us query to a committee chair, we will also cc the writer so they have a copy of the request.
8. Debby will add to Overview tab on website a reminder that all directors and committee members are volunteers.
9. Jim Britton and Ed Mazur will learn process for sending out community emails using Benchmark from Jim Lamy. Ed Mazur will be back-up for Debby on website.

10.We still need a chair for this committee.

11.We desire to place *draft* of BOD minutes on our website. Jim Lamy will get permission of BOD to do this. Debby will get drafts from RPM.

1. We decided not to use photos taken by Mary and Judy on our website.
2. Jim Lamy will clarify at the top of the compliance emails going out now: Please be aware that this information is part of the CC&Rs that we all originally agreed to when we purchased our property.