



Communications Meeting

March 28, 2023
10:00 – 11:35 AM

In Attendance:

Maggie Stokes Chair	Patricia Osmond Co-Chair
Bet LeBrun	Brenda McCarthy
Janet Pauley	Lisa Bunnell
Karen Harding	Jan McCoy

1. **Call to Order:** Maggie welcomed everyone and noted that focus of this meeting would be on exploring new/improved communication options.
2. **Calendar of Activities:** Maggie noted that the format for the calendar of activities has been revised and is now posted on the bulletin board in the clubhouse. All attendees agreed that the new format was improvement and gave positive feedback.
3. **Bulletin Boards:** Maggie reported that new large bulletin boards will have be ordered and will put installed in the corridor outside the library/office over the summer. Travel will move to the new bulletin boards. Kim has been consulted and is happy with the new arrangements. Each group will have dedicated space.
4. **Newsletter:** Bet reported that the April Spotlight is ready for distribution. Bet presented a copy and showed the Sign In/Sign Out form, as requested at the last meeting, has been placed in each newsletter. The form is clearly visible - printed on pastel paper, folded, and inserted lengthwise in each copy. Bet noted that the email on the heading of the old form was outdated so she had revised the form with current information.

Discussion ensued on the need to establish a process to control and manage forms. Pat noted that all forms need a footnote with date created/revised. Discussion ensued with consensus that we need a directory of all forms and they need to be cross-referenced, for example, Sign In/sign Out form needs to also be listed under Leaving for Season. Pat agreed to check with Stacey to see if there is a list of forms we now use and to investigate a format and process to manage form control. Janet Pauley offered to help with this project.

Bet noted that all articles/submissions for the newsletter must be submitted to her by the 10th of each month to make the printing for the following month.

5. **Electronic Bulletin Board:** Brenda reported that she has researched options and found that price range varies quite a bit depending on size and where and how the board is mounted. Brenda noted that we need to define 'who is target for this communication format'. Janet noted that many residents do not come to the clubhouse. Brenda will look at options for electronic bulletin board, price range \$2500-5000, potentially replace or go in area in front of clubhouse where current bulletin board with electricity exists. Brenda will also attempt to see if a presentation from a company, that sells this product, can be arranged for meeting in April. As options for bulletin boards are identified, Brenda agreed to send website links to members for review. Maggie offered to consult with Ron about power source/limitations.
6. **Facebook:** Pat reported that she has met with Sheila Thoms to discuss the Sunset Community Living FB page that she currently manages. Sheila noted that she used to have a person helping but is now doing this on her own and that it takes considerable time. Sheila would like to reduce her time dedicated to this initiative and was not interested in having this page become the official FB page for sunset Palms. Pat reported that Sheila is very vigilant with screening all posts before posting and ensuring that the information is appropriate.

Discussion ensued and all agreed this added value to communication with residents. Karen agreed to consult with Jan about options for FB page for Sunset Palms. Pat, Lisa, and Janet agreed to work with Karen on this initiative.

7. **Email:** Maggie reported that in the past 28 days 23,614 emails has been sent out by Sunset Palms! Barely 50% had been read. Maggie noted that the statistics for reading emails were a bit distorted as some have multiple email addresses, or the email may not be relevant to the reader so it is deleted.
Janet volunteered to help with workload of email distribution by managing all email communication for sales and rentals in our park.

NEXT MEETING: Tuesday, April 25, 2023, 10 AM in the Library of Clubhouse.

ADJOURNMENT: The meeting adjourned at 11:35. Motion to adjourn by Janet Pauley and seconded by Karen Harding.

Respectfully Submitted: Patricia Osmond, Co-Chair