



Communications Committee
Minutes, August 17, 2023, Meeting

Called to order at 10:04 am

In attendance, Maggie Stokes, Chair; Pat Osmond, Co-Chair (Zoom); Karen Harding (Zoom); Lisa Bunnell; Mary Peddle (Zoom); and Rosalie Polio.

Facebook:

Pat Osmond gave a summary of the new Sunset Palms Facebook page.

- List provided by Maggie Stokes to verify that people joining are residents of Sunset Palms
- All applicants are approved before they may post content
- All posts are approved before they are posted
- Review of the available tabs

Email will be going out on Thursday, August 17, 2023, evening to promote the new Facebook page.

The new page will be presented at the Board of Directors meeting on Wednesday, August 23, 2023

The page will go live on Thursday, August 24, 2023

Website:

The Minutes Page needs some final editing and should be in place at the beginning of September.

The Forms Page:

- It was agreed that the page would start with pdf copies of forms for the residents to download.
- The interactive forms would be placed in service as they are completed
 - It is anticipated that the Exterior Alterations form, the Agenda Item Request form and the Board of Directors Communication form would be the first forms to be made interactive.
- David Scott, the website designer, will be sent the forms and will upload them to the website.

Mary Peddle asked if the website was working properly, as the Homes for Sale and the Homes for Rent tabs were blank. The group discussed the situation that the listings were turning over so quickly, that it made it impossible to post the listings.

The Lots for Sale tab needs to be updated for both content and the elimination of the sales incentive wording.

Rosalie Polio volunteered to check the park for open lots and report the findings to the office.

Electronic Voting:

Pat Osmond reported that a meeting was being held on Thursday, August 17, 2023, to discuss a software package that could be used for the election of officers. She also mentioned that software could be used for voting in the Vision planning. She will get back to the group as things solidify.

The meeting was adjourned at 10:36 am with Maggie Stokes making the motion and Mary Peddle seconding. All were in favor.

Respectively submitted,
Maggie Stokes, Committee Chair