

Communications Committee
Minutes for meeting December 11, 2012
Parkfairfax Party Room

Attending: Alice Cave, Elaine Hussain, Jan Schrader, Barbara Wilmer

Summary for Board Report

Committee discussions included the January Cathy Condo subject, improving communication for online readers of the Forum, re-establishing proofing procedures, and future articles. Website items covered Cathy Condo archive, ad cost alternatives, and the mini survey process.

I. Newsletter

1. Cathy Condo for January *Forum* will cover information on limited common and common elements definitions (Barbara). The website administrator will, as time permits, create an archive page
2. Proofing – Elaine will forward Committee Roundup page to one of the Committee members for editing, as she does for other articles written for the newsletter.
3. Elaine will check articles for phrases like “it’s on the website,” find the link, and add the URL to the text (for hard copy readers), in addition to embedding the link for online readers.
4. Barbara will contact maintenance director regarding the procedure for tightening loose or protruding gutter hardware and why it doesn’t always get done during gutter cleaning, asking him to write an article for the newsletter about it.

II. Website

1. Elaine will start working on an archive page with subject/title links to previous Cathy Condo articles.
2. Mini surveys proposal will be in the January Board packet; Jan will attend the meeting in case there are questions. Next steps: Jan will create and pass around our pilot mini-survey before the next meeting. Also before the January meeting, Elaine will send a message to Tech and Comm. Committee members explaining the structure and how the survey will actually work. After the Board meeting, the mini-survey will be posted (not published) as a pilot. Elaine will send the link to Communications and Technology committee members, as well as Board members. If approved, Elaine will post the survey on the website and ... announce its availability? The survey will remain up for a month. The process will be discussed at the February Committee meeting.
3. Advertising costs info discussion: Barbara will send a message to Rick; Elaine will start working on a possible page to add to the website.