

Communications Committee
Minutes for meeting July 10, 2012
Parkfairfax Party Room

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

Summary for Board Report

Members discussed the content for the August issue of the *Forum*; insurance article in to the issue will be edited for details pertinent to Parkfairfax residents. Cathy Condo will cover information for residents in the aftermath of a storm event. The committee now has two more people willing to proof final the draft of the *Forum*. Web audit assignments were made; audit deadline is August 31. Members discussed using the website for mini-surveys – not for gathering data as feedback for management or the Board, but as a quick reaction to a timely issue, event, or service. Communications Committee will submit the proposal before the Technology Committee’s September meeting.

I. Newsletter

1. Cathy Condo – Barbara has forwarded the August article (storm damage effects) to the general manager and the maintenance director, as well as to the committee.
2. Jan had a draft of the insurance article and will edit it to eliminate information not relevant to Parkfairfax and add details specific to Parkfairfax residents.
3. Elaine will once again divide the articles and send them out to Barbara and Jan, and also send pdf draft of the newsletter to Jan, Barbara, and Debra (unable to help for July, but will try for August) .
4. Elaine will scan and upload the master insurance policy of the UHOA (or at least the summary pages outlining highlights).

II. Website

1. For the audit, Jan will cover pages under first three tabs at parkfairfax.org; Alice will cover all items Board related; Barbara will cover the right four tabs and pages under them. Elaine will go over the upper right items (about, etc). Final deadline will be August 31 although quick fixes can be forwarded to Elaine or WGG as they are discovered.
2. Barbara will write a proposal for using a widget on the website for mini-surveys. Elaine will research two or three surveying tools to discover features of various products (ability to screen out previous survey-takers, ability to tally and show results instantly, capabilities for compiling and delivering results. She will also have a conversation with the web designer regarding likely plug-ins. Barbara can use some of this information in the proposal. Each committee member will send one suggestion for a “snapshot” type survey to Barbara to use as examples (deadline: July 31!).

Next meeting: August 14