

Communications Committee
Minutes for meeting June 14, 2011
Attending: Alice Cave, Jan Schrader, Elaine Stanley, Barbara Wilmer

I. Survey

1. Board approved, distribution to be in the September issue of *Forum* with a deadline of October 14. ACTION: Barbara will send survey with deadline in it to Elaine for September.

II. Newsletter

1. Welcome to new residents
Still in draft form. First insertion estimated in October issue of *Forum*. ACTION: Jan will edit.
2. Delivery options (tabled for future)
When website is up: Comm. Cmte. will work on an initiative for interested residents to receive electronic notification when the latest newsletter is up on the website with a link to the pdf doc).
3. Cathy Condo
Insertion in July issue of *Forum*. ACTION: Barbara will work on insertion for August; Elaine will collect a few questions (and answers) from office staff and Loretta and forward to Barbara for use in future newsletters.
4. Recycling/Newspapers highlight: ACTION: Elaine will write some replacement text for explaining how to bag all recyclables separately from newspapers. She'll send it around to communications committee members, then we'll replace text on website, in welcome tri-fold, and in newsletter welcome to newcomers page draft.

IV. Welcome pamphlet re-do

ACTION: Barbara will edit latest version of tri-fold document that Jan forwarded.

V. Maintenance Yard schematic

Status: rough sketch complete – ACTION: Barbara will e-mail George about signage being properly placed Friday afternoons; she will also create a graphic map of the yard with specifics regarding which materials go into which receptacles.

VI. Discussion re: communication issues in Parkfairfax. The new telephone system will be able to accommodate procedures to deal with emergency situations and distributing factual information.

Next meeting: July 12, 2011