

**Communications Committee**  
**Minutes for meeting November 9, 2011, 7:00 pm**  
**Parkfairfax Party Room**

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

Summary for Board Report

A summary of the Community Survey results will be inserted in the December issue of the newsletter. Comments from the survey results may provide topics for future features or articles. Newsletter will include tips for new residents beginning in January, as well as possibly the contact information of the resident police officer. Next meeting: December 13 at 7 p.m.

I. Survey Follow Up

Barbara has the results of the community survey and will write a summary for inclusion in the December issue of the *Forum*. Elaine will upload the summary which will include a link to the final results sheet and comments document

II. Newsletter

1. Newcomers page (with or without map on the reverse) will be inserted in the January issue of the *Forum*.
2. Electronic delivery of latest issue: still only a few people have signed up to be notified of the latest newsletter's availability (and the URL). Elaine will change the terminology on the Contact page from Receive Selected Website Content by Email to Receive Notifications, and on the notifications page, "website content" to "Options" and "Newsletter" to "Current Issue of Newsletter." Or something similar.
3. Cathy Condo  
For December: storage bin availability. Barbara will mine the survey results for possible issues to be covered.
4. Letters to editor length was tabled for the foreseeable future.

III. Other business

1. Parkfairfax police officer contact information – Jan will send a message to the resident police officer about including her work contact information in the contacts section of the newsletter each month.
2. WGG work on access discussion; Technology Committee chair will follow up with the Board.
3. Elaine will add to her topics folder: possible article to be written regarding hoarding, ways to identify the problem and using the safety hazard to neighbors as a way to initially tackle incidents.

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