



Vistoso Community Association
Communications Committee – May 13th, 2020
Zoom Platform - GENERAL SESSION MINUTES – APPROVED

- The meeting was called to order at approximately 3:00 pm. Members present were Sarah Nelson, Dan Sturmon, Jim Dobbin, and Dena AuCoin. Also present with FirstService Residential was General Manager Colleen Holland, Administrative Assistant, Alexa Byrd. Interested members were Pat Gutman, and Robert Feltes.
- Approval of April 6th, 2020 Minutes –**Dan Sturmon moves to approved April 6th, 2020 minutes, seconded by Jim Dobbin, motion carried unanimously.**
- Newsletter Content – Sarah Nelson discusses the Reserve Study article, Gale Lopez stated that she would like to try and write the article as she is the Chair of the Finance Committee. The Committee discussed other content for the newsletter and decided that we will no longer be adding the President letter as well as the Treasurer update every quarter.
- Newsletter – Sarah Nelson has made it aware that Dena AuCoin will now be the liaison for the Newsletter moving forward. Dena AuCoin will be the main point of contact instead of communicating with full Committee. Staff will push all articles, questions, proofs through Dena AuCoin.
- Weekly and Special Email Blasts – The Committee has been in discussion on changing platforms for the mass communications that get sent out by Colleen Holland every Friday. After looking at the different platforms the Committee decided to look at Mailchimp and Constant Contact. Alexa Byrd and Dena AuCoin will be doing a test run to see which one will be best for the Association. The Committee had discussion about changing the frequency of the Mass emails. **Jim Dobbin moves to proceed with going green and combine the Newsletter with the Mass Communications, seconded by Dan Sturmon.**
- Website – Jim Dobbin goes over how to access Archive Articles if needed, also how the website will auto archive articles when that specific page becomes full of new content.
- As Brought Forth – Sarah Nelson has brought the Charters as well as Code of Conduct for all Committees to the Communications Committee for any grammatical errors.
- With there being no further business, a motion to adjourn at approximately 4:30 pm was made. **Motion carried unanimously.**

Next Meeting Date – Wednesday June 10th @ 3pm – Zoom Platform