



**Vistoso Community Association**  
**Communications Committee – September 9<sup>th</sup>, 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, Dena AuCoin, and Pat Gutman. Also present with FirstService Residential was General Manager Colleen Holland, Assistant Manager Trenais Bryant and Administrative Assistance Michell Alvarez.
- Approval of Minutes – **A motion was made to approve of August 12<sup>th</sup>, 2020 minutes by Dan Sturmon, seconded by Pat Gutman, motion carried unanimously.**
- Metrics Review – Committee member shared with the rest of the committee the metrics for both the website and the newsletter for the month of September.
- Newsletter – The committee was asked to discuss topic ideas for October’s newsletter. The committee also discussed the topic on the semi-annual yard sale; whether the association will be hosting it this fall. The committee decided to leave the final decision up to the Board. The committee was asked to create a small article on what that specific committee’s responsibilities are. Since the November elections are near it would be a great asset to include a description for homeowners to find their best fit. It was discussed sending out sponsorship letters, to be addressed at the next meeting, to start at the beginning of next year.
- Website – Email Distribution List for Board and the committee should be coming from the Board of Directors. It was discussed that all documents posted on the website should be as PDF’s. Website technician advised the committee with updates. General Manager brought to attention that small sub associations have communicated out to us that they would like to be included in our website since they do not have a website of their own. Moving forward we will be continuing to advertise that small sub associations can have their own page on the website
- New Business – None
- Other – Team building exercise – “Stages of Team Growth”
- With there being no further business, a motion to adjourn at approximately 4:00 pm was made. **Motion carried unanimously.**

Next Meeting Date – Wednesday October 14<sup>th</sup>, 2020 @ 3pm – Zoom Platform