



**Vistoso Community Association**  
**Communications Committee – October 14<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, 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 September 9<sup>th</sup>, 2020 minutes by Jim Dobbin, seconded by Pat Gutman, motion carried unanimously.**
- Revision of Volunteer Application – Committee reviewed application to ensure Ad HOC the new committees were included. The application could be located on the website.
- Newsletter Discussion – Each committee has been assigned a task to make a brief summary about the committee they each represent to discuss at next month’s meeting to include in November’s newsletter.
- Newsletter Process – Committee and staff are to create a reference guide on a sequence of tasks when creating the newsletter to show how it all comes together. This guide is to help the committee and staff bring the newsletter together in the event a member is unable to fulfill the task.
- Website – Analytics for the website and audience report were presented to communicate with the committee how the newsletter has grown and how efficient it is for homeowners. The committee discussed updating the website with proper documents. The committee is also working together to update the FAQ tab on the website to help homeowners with potential questions.
- Other – Team building exercise – “Stages of Team Growth” – Exercise was tabled
- With there being no further business, a motion to adjourn at approximately 3:45pm was made. **Motion carried unanimously.**

Next Meeting Date – Wednesday November 11<sup>th</sup>, 2020 @ 3pm – Zoom Platform