



**Vistoso Community Association**  
**Communications Committee – Date: May 11, 2022**  
**Zoom Platform - GENERAL SESSION MINUTES Draft**

- The meeting was called to order at approximately 1:00 pm. Members present were Committee Chair Gayle Lopez, along with Jim Dobbin, and Timothy O’Keefe. Also present with FirstService Residential was Administrative Assistant, Stephanie Medart.
- Adopt Agenda – A motion was made by Gayle Lopez and seconded by Jim Dobbin. Motion carried unanimously.
- Approval of March 16, 2022 Meeting Minutes – Motion made by Jim Dobbin and seconded by Gayle Lopez.
- Discussion of the roles of the committee members.
  - a. Gayle Lopez – Did You Know and President’s Corner
  - b. Jim Dobbin – Webmaster
  - c. Timothy O’Keefe – Back up to Gayle and contact with homeowners
  - d. Caryn Hill – Marketing and Around Town
  - e. Mary Fischer – Liaison between Communications and Governing Doc’s Committees
- Newsletter Calendar – Committee approved calendar for June 2022.
- Website –
  - a. Jim Dobbin discussed website and newsletter analytics. Explained the functions of MailChimp and the tracking per clicks.
- With there being no further business, a motion to adjourn at approximately 1:22 pm was made by Gayle Lopez and seconded by Timothy O’Keefe. Motion carried unanimously.

Next Meeting Date: Wednesday June 8, 2022 @ 1:00pm – Zoom Platform