



Stonebridge Ranch Community Association

## MINUTES

### Communications Committee Meeting

**Date of Meeting:** 01 December 2022

**Call to Order Time:** 8:31 a.m.

**Location:** Virtual via Zoom

**Attendance:**

Member	Name	Present	Absent
	Chuck Collins	X	
	Maureen Dudley	X	
	Tom Harju	X	
	Sally Huggins	X	
	Maneesh Moota	X	
	Allison Pitts		X
Board Liaison	Amanda Batson	X	
Staff	Susan Spoonemore	X	
Staff	Brian Matt	X	

**Action Item:** Approval of Minutes

Date of Minutes to be Approved: 03 November 2022

Motion: Approve minutes for November 3, 2022.

Motion by: Chuck Collins moved approval. Second by: Sally Huggins

Motion: passed failed tabled

**Report:** Board of Directors Update -- Presented by Board Liaison Amanda Batson

**Update Discussion**

Action: Executive Director Brian Matt explained addition of vision and mission statements. Brian reviewed IT opportunities to be addressed in 2023. Communications Director Susan Spoonemore explained website hack and staff response. Brian spoke to vendors that may help. Committee agreed on the importance of having a third-party company to manage IT and website security. Maneesh offered guidance from his Software Engineer perspective.

## **Old Business**

Agenda Item: New Magazine Publication Model (January - December 2023)

Action: Discussion – Susan reviewed new model with alternating print/digital plan through 2023. Brian is solidifying the new model agreement with publisher.

Agenda Item: Homeowner Engagement with New Model

Susan reviewed how new model will be communicated to residents, including article in January print version, communicated out via all channels and postcards sent to residents on digital months. Maureen recommended ensuring digital version is easily visible on all devices. Maneesh suggested January and February calendars be included in the January print version.

## **New Business**

Agenda Item: Committee Meeting Calendar for 2023

Action: Discussion – Board Liaison Amanda Batson reviewed the 2023 Committee meeting calendar. Committee agreed with dates, time and continuing with Zoom meetings

Agenda Item: Communications Updates

Action: Discussion – Susan spoke to the quick response to the vandalism concern Maneesh had reported. Brian stated that the New Resident Orientation should be discussed at the January Committee meeting.

**Next Meeting Date:** 05 January 2023

## **Adjournment:**

Time: 9:32 a.m.

Motion: Move to adjourn

Motion by: Tom Harju Second by: Maureen Dudley

Motion: passed failed tabled