DRAFT VWOA Communications Committee **Informational** Meeting Minutes
September 9, 2024

In Attendance

Chairman Francis Lomax, Bill Fenstermacher, Michelle de Jongh
Patricia Holmes, wife of James Holmes, attended in his place

Excused: Joyce Oliver, Barbara Lee, Coral Fathy, Dora Trosclair.

There weren't enough people in attendance for a quorum, so an **"informational meeting only"** was held. The meeting was called to order at 10:11 AM.

Review/Approve Previous Minutes

The August minutes will be emailed to Committee members for approval.

Old Business

a. Templates for newsletter articles. Bill Fenstermacher continues to work on article templates for future newsletter issues. Suggestions and ideas are welcome.

b. Website status. No significant change.

c. Newsletter statistics. Francis Lomax plans to create a spreadsheet to track newsletter statistics. This topic is tabled until next month.

d. Use of "Alt Text" for Constant Contact and Website. Flyers and images can't be seen by visually impaired people, but "Alt Text" can convert them to text. Francis will do more research to determine how to use "Alt Text" so that those readers can interpret the images.

e. Welcome bags. Office hours will change, and the brochures must be timeless before they are included. The Board will send Bill the brochure to work on.

f. Yard of the Month. The Board is still discussing this.

New Business

A possible virus was detected on the Strategic Planning Committee webpage.

There will be no meeting in October since Francis Lomax and possibly Bill Fenstermacher will be out of town. The next meeting will be Nov. 4.

Adjournment

The meeting adjourned at 10:48 AM.