

DRAFT VWOA Communications Committee Meeting Minutes

December 2, 2024

In Attendance

Chairman Francis Lomax, Bill Fenstermacher, Michelle de Jongh
Patricia Holmes, Joyce Oliver, Barbara Lee, Coral Fathy, and Francis Ferdin.

Absent: Dora Trosclair (resigned, but the committee agrees that she is always welcome to return)

Guests: Resident Tommy Pittman

The meeting was called to order at 10:12 AM

Review/Approve Previous Minutes

The November minutes were brought up for approval.

Motion: Joyce Oliver motioned to approve the November Minutes with the addition of the signature/date block and then changing the word "Draft" to "Approved."

Seconded: Pat Holmes. All were in favor.

Old Business

- a. Templates for newsletter articles. Bill Fenstermacher explained the templates to the guests and said he continues to work on article templates for future issues of the newsletter. Suggestions and ideas are welcome.
- b. Newsletter statistics. Still in progress.
- c. Use of "Alt Text" for Constant Contact and Website. Francis Lomax proposes we take this from Old Business and add it the procedures that are being written for staff/committees on how to post information.
- d. Welcome bags. Bill Fenstermacher suggested a Welcome Coffee or Coffee & Breakfast Tacos. Barbara Lee related a comment from a resident who said it might not be safe for someone to knock on doors unannounced. Bill suggests including renters in any welcome event. There was a lot of discussion about having a welcome event in addition to welcome bags. Melissa (office manager) entered the meeting and explained that the office staff hand delivers welcome packages to new homeowners. If they do not answer the door, the package is mailed. She agrees that the package needs to be updated. Melissa said the Board told her they would notify the staff when they are ready to move forward. (Topic is in progress.) Melissa recommended creating an email address just for the communications committee.

Motion: Barbara Lee recommends that the Communications Committee participate in a meet-and-greet for the community on the Saturdays that the office is open.

Seconded: Coral Fathy. All in favor.

- e. Yard of the Month. No update. The Board is still discussing this.
- f. Research needed to help select a new VWOA website service provider. In progress.

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g. Consider procedures to ensure notifications of committee and Board meetings. In progress.

New Business

Francis Lomax wishes to resign as chairman of the committee. He wants to give a volunteer name to the Board for them to approve. Barbara Lee agrees to volunteer.

Motion: Pat Holmes recommends Barbara Lee as chairman of the Communications Committee for one year.

Seconded: Coral Fathy. All were in favor.

NOTE: The VWOA President later indicated that Barbara Lee could be the Interim Communications Committee Chair until the Board addresses it at their next open Board Meeting.

Motion: Barbara Lee motioned to adjourn.

Seconded: Patricia Holmes seconded. All in favor.

Adjournment

The meeting adjourned at 11:50 AM. The next meeting will be January 6, 2025, at 10 AM.