

Communications Committee
Minutes from Wednesday, July 1, 2020

Present: Pattie Aho Chair, Barry Kean, Connie Smith, Karen Harvey and Diane Shaw

Absent: David Pulaski, Andy VanSoyac

West Ways Editor: Christine Lee

Staff Present: Derrick Hedges, Manager and Joe Harris

1. **Minutes**

The minutes of the June 3, 2020 were approved unanimously

2. **Website Training**

Pattie Aho introduced CJ Associates who are working to update the website. They were at the meeting to train staff as well as committee members on the new website. The last 3 years of meeting minutes will be uploaded to the new website. We are considering a "Members Only" section on the website. But this will be in the future.

They do have a back up server. The gate keeper for the new website will be Joe Harris. Content wanting to be placed on the website will need to go through him. Our "go live" date will be August 1, 2020.

If any one has questions for CJ Associates, they need to go through Pattie Aho or Joe Harris. Tasks from the Communications Committee will be assigned to other committees in order to get their content on the website updated.

Joe's email address is Joe@rotondawest.org

3. **WestWays** - The Committee talked about the WestWays assignments and important dates:

- a. New Website – Connie Smith
- b. Hurricane Season - Barry Kean
- c. Directors and Committee email addresses - Karen Harvey
- d. Election – Karen Harvey
- e. Connie Smith - Events
- f. President's message – Pattie Aho
- g. Women's Club Activities – Donna Krabbe
- h. Compliance Officer – Diane Shaw
- i. Nature Series – Connie Smith

Articles are due August 7, Layout is August 8 and 9, First Proof is August 10, Approval is August 11 and Posting is August 15

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4. **New publication called What's Happening in Rotonda** - Connie Smith developed a new one-page publication (double-sided) for the RW residents called "What's Happening in Rotonda."

Connie shared with the group a mock-up of the publication. We will publish it in Constant Contact blurb to keep reminding residents to use the site.

The publication will go out the 15th of every month for the next month's happenings.

It will go to the golf club condos, at the entrance to the Park, Community Center, and on the Website.

The next meeting is set for August 5 at 10:30 a.m.