

## BV COMMUNICATIONS COMMITTEE MINUTES

January 22, 2020

Members present included: Janice Roberts, Carolyn Beeson, Nancy Bouman, Genie Dunnage, Barbara Quinn, Dallas Smith, Diane Romans, Shannon Boogades, Sandra Talley and Lark Billick

1. BellaView Update
  - a. Nancy Bouman – Chair – reported that all is ready to go. The following are in place: table assignments and layout coordination with Shannon/Jeff, club and organization notifications and individual requests, table tents, signup sheets, refreshment planning coordination with Janice Roberts, and any last-minute details will be taken care of.
  - b. Committee members – please attend if possible and help at the Communications Sign In table as well as helping Nancy/Janice with the refreshments and mingling to answer questions and direct guests to where they want to go. Lark passed out Communications Committee identification badges. Hope to see you all sometime between 2-4PM.
  - c. 2019 New Resident invitation – letters were received Thursday for all 40 new residents to invite them to sign up at Communications table for gift card drawing. They are the only guests that will be eligible for the drawing to be held at the end of the event. They do not need to be in attendance to win. List of 2019 new residents will be at the Communications table so please check in and mark off those that identify themselves.
2. Block Captain and Coordinators Update
  - a. All 35 Block Captains and 5 Coordinators are in place – please update if any changes to the last list handed out
  - b. Emergency/general block captain/coordinators meeting TBA in February
    - i. Emergency Network information
  - c. Inframark new resident information form to be distributed
3. Welcome Committee
  - a. Update from Genie and Carolyn and Jan – in February we will go back to the list of new residents and keep track of which Committee member is assigned and the current status of their efforts.
  - b. New 2019 resident list passed out
4. New Homeowners Welcoming Checklist – During new resident visits, we will change what we handout. We will eliminate going over all the documents formerly on the Welcoming Checklist. We will let Shannon and staff take care of passing them out and explaining. The Committee members should just have this information as backup during their visits to answer any follow up questions. Any changes needed or additions?
  - a. Members will concentrate on getting to know the new residents and making them feel warm and welcomed. If you have any questions or need clarification, please follow up with Lark.
5. New Business or Old Business to discuss
  - a. Inframark will carry a short message in the Newsletter regarding a 'Welfare Check' number when concerned about a neighbor or another BV resident. The number is 281-997-4100. Lark will work with Shannon on this project.

Respectfully submitted, Lark Billick