

BV COMMUNICATIONS COMMITTEE MINUTES

Members present included: Carolyn Beeson, Genie Dunnage, Janice Roberts, Linda Sanders, Nancy Bouman, Sandra Talley and Lark Billick

November 21, 2019

1. Overview – Mission of the Committee
2. Block Captain and Coordinators Update
 - a. All 35 Block Captains and 5 Coordinators are in place now for the first time in over 5 years.
 - b. Vest distribution – all vests and roses have been distributed to Coordinators to arrange to get to the Block Captains and expected to be accomplished in the next week.
 - c. Special thanks to Maylene Moore for all the cutting and sewing of the BLOCK CAPTAIN on the vests and Barb Donovan for designing and producing the roses to pin on the front of the vests. Both were mentioned at the HOA meeting last Wednesday in the report communicated by Lark Billick.
3. Emergency Communication Network
 - a. Overview outline as presented to HOA Board on November 20, 2019 – Discussed the entire Network in conjunction with Shannon and Inframark in numerous meetings over the past few weeks. The Network will greatly simplify the Emergency and Non-emergency messages that come from Inframark down to all BV residents.
 - b. Inframark – Shannon and Sandra are in full agreement about setting up the Network and will continue to monitor its progress and changes that may be required over time to increase the overall effectiveness.
 - c. Testing of network
 - i. Communications Committee – we will begin with a ‘table top’ testing with the Communications Committee.
 - ii. Coordinators – We will test the Network and monitor its effectiveness, timing and accuracy in reaching all the Coordinators in the next few weeks. We will utilize texting to reach all the Coordinators as that will ensure a quick distribution of the messages.
 - iii. Block Captains – After the first of the year, we will attempt to get all the Block Captains together for a meeting to test the Network down to them and then to their assigned neighbors. Block captains will be using any means possible to communicate to their neighbors via text, email or phone calls.
 - iv. BV divided in zones for communication purposes
 1. BV is divided into 5 zones to enable the messages that may only affect a certain number of residents be aimed from Shannon and Inframark down to that specific area. Each Coordinator has an area assigned to them and the specific group of Block Captains also. A map of that will be distributed to all Coordinators in the next week.

4. BellaView: Activity Showcase overview
 - a. Nancy Bouman – Chairman will oversee the Showcase and its set up.
 - b. Helpers – Janice Roberts, Lark Billick, others
 - c. The Veterans Club will be partnering with the Communications Committee.
 - d. Food, drinks such as coffee and soda will be coordinated between the two groups.
5. Welcome Program
 - a. Genie Dunnage and Janice Roberts will be acting as the leads in coordinating all with the rest of the Committee.
6. New or Old Business – Nothing was brought up during this meeting.

Respectively submitted, Lark Billick, Chairman November 22, 2019