

FINAL FORM

MINUTES – BELLAVITA COMMUNICATIONS COMMITTEE meeting

09FEB10

This was a regularly-scheduled meeting of the Committee – **SECOND TUESDAY OF THE MONTH, 11:30 AT THE CLUBHOUSE.**

MEMBERS PRESENT – Kelley Paterno, Bob Stockinger, Jan Ireland, Ex-Officio Nancy Triggs, Board Contact Bill Burdick

SPECIAL GUEST – Ruth Southard, who wanted to say “goodbye” to each Committee, as she (when her term started) said hello.

MEMBERS ABSENT – Nita McLeroy, Chairman Scott Vaughn (called away on an emergency)

CALL TO ORDER – Board Contact Bill Burdick

MINUTES – from prior meeting on 12Jan10, which Secretary Jan Ireland had electronically circulated for additions and corrections, were officially adopted.

OLD BUSINESS

Status of information gathered by Community Relations Committee. Chairman Scott Vaughn has not received any transfer of info, but Dutch Uran did turn everything over to the Board. Information collected under one set of parameters may be restricted to that usage only. Bill Burdick will get copy of the census info we have to do periodically. Bellavita must maintain an 80% occupancy rate (of 55+) to continue the community designation under Federal law. Failing to maintain that standard has repercussions. That certification is conducted every other year by AMI. Before we continue our request for the info, we should evaluate whether we have an actual need for the info. A MASTER EMAIL LIST would be extremely beneficial, but we do not want personal info on residents if we cannot show an actual need for the info.

Block Captains update. Though the block captain program has always been a function of the Communications Committee mission, it was initially implemented in a hurry by the Community Relations Committee because they had an immediate need because of the hurricane. The program now rests completely with the Communications Committee. It will remain as a part of the Communications Committee (not a separate committee or entity) with Jan Ireland and Kelley Paterno as Coordinators. Its focus will be IMPORTANT, COMMUNITY-WIDE distributions, few in number per year. Requests could come from the Committees (in a truly limited fashion; i.e., not for next meeting announcements), the Board, or the Clubhouse – as long as they fit the limited criteria for consideration. When submitted to Jan or Kelley, the entire Communications Committee should evaluate them. (If time is of the essence, email or phone consideration can be utilized.) (FYI – max Bellavita club event attendance number is about 180.)

VOICE IRIS City of Pearland update. Nancy Triggs reported that the AMI charge is \$9 per house, per year. In addition, the FIRST YEAR ONLY, there is a setup fee of \$5 per house. No update on Scott’s email to Jim Gorman about possibly piggybacking onto that system. Bill Burdick offered that using it might actually result in a good bit of duplication, since the items that the City calls about are, to a great extent, the same items that we would call about. (The localized gas outage last month is a notable exception.) Bill Burdick reminds that we are our neighbor’s friend, but not his caretaker; we are a gated community, not a “secure” one; and that we are NOT an assisted living community. Neighbors take care of neighbors, but we should not get ourselves (and our committee) into the thought process of “taking care” of everything for everybody. (The Board members, after the freeze, wondered if more info should have been distributed to residents – and came to the conclusions just listed.)

Entrance Signs. Ruth Southard advises that there is a Blue Cover, which slips completely over the entrance sign. Any kind of message can be attached to that (“Mistletoe Market TODAY” for example), and the sign utilized in that way for special messages. (Request must be coordinated with the Sales Office for prior approval.) Nancy Triggs advises that the small signs stuck in the ground just prior to the event are excellent messages, probably because they are not “always there” and so garner attention.

Welcoming Committee coordination. The Welcoming Committee will work on Orientation for new residents. We should find a way to coordinate with them to get new resident info.

NEW BUSINESS

Community website. The present contract with Network Solutions, Inc. ends in August. Before then, Clubhouse manager Nancy needs Board Contact Bill Burdick to sit down with her to look over options for renewal. Bill suggests a longterm contract if service and price are right. (Last contract was three years.) The Community is getting used to the website and utilizing it quite a lot. Does not need to be done until after the upcoming elections. Heritage Grand visited Bellavita and was very impressed with the website, as well as the functioning of the committees and groups here at Bellavita. Bob Stockinger suggests putting more and more info onto the website; and offering more computer training classes to make sure any resident who wants training on using the computer can get it. (The Electronic Board in the lobby is having an outstanding effect on getting information out to residents.) (Kathy, who did the computer classes, “charged” \$5 for the class, which was returned to the individual when they actually came to class. This technique works extremely well with “free” events, cutting down no-shows dramatically. Her max per class is 10 individuals.) 25 is the max number of emails which can be sent at one time, with the website system we have now. When evaluating a new contract, we should consider the email function, especially if we hope to compile a “master” email list for the community. Ruth also suggests talking with Barbara Quinn, who has expertise in communications and was at one point interested in working on this committee.

First Block Captains packet. A welcoming packet for new Block Captains will be prepared by Jan and Kelley, so that we can test our Block Captain system. It will include a brief explanation of the program; a notice to each homeowner of who their block captain is; a promise to (and by) Block Captains to protect personal info – along with a special invitation to attend the March 24th Board Meeting for recognition.

Alternate Block Captain list. Bill Burdick suggests some kind of backup method for the Block Captain program. Jan and Kelley have included that idea in the instruction letter to block captains, asking them to help with finding an “alternate” in case they are not available when needed. Jan suggests also a military-type Recall Roster, and Bill speaks of “Teams” he organizes the Flag volunteers into.

Block Captains recognition. Ruth Southard wishes to extend an invitation to the new Block Captains to attend the March 24th Board Meeting – at which time they would be recognized for the service they are going to give. This invitation will be included in the “dry run” distribution which will take place soon, to launch the completed Block Captain program.

Reappointment of Committees – Ruth Southard reminds that Committee members need to communicate to the new Board their willingness to continue to serve, as all Committees must be reappointed.