

CTAC Minutes for Meeting of March 21, 2022

Action Items highlighted in **RED**

The meeting was convened at 10:10am. Ray Gayton-Jacob, Lane Joel, George Vawter and I (Dennis Rice) were in attendance. Pat King (Board Liaison) and Ken Wright also attended and participated.

Announcements

I announced that I had created a “recruitment” flyer promoting the committee that has been reproduced and placed in the rack in the mailroom.

Minutes

The minutes from the previous meeting were approved. (Motion by Ray Gayton-Jacob and Second by Lane Joel)

Old Business

LIFE IN SOLERA SURVEY -Pat King and I relayed to the committee some of the discussion that took place on the subject at the recent Open Session Board Meeting. Pat King indicated that she subsequently had a conversation with Courtney and that she (Courtney) did not voice any objection to the Solera HOA conducting a survey. As a result of the Committee’s discussion, a decision was made to proceed with the survey. So as not to interfere with the Board of Director’s election, the survey will not be made available until the second half of May and be scheduled to end at the end of June. I indicated that **I will develop an automated survey that will be accessible via the Solera website after the election. I will also ask our General Manager to include the survey along with the May month end billing statements and have her send an eBlast with the survey attached some time toward the end of May. In addition, I will ask that the “election box” be made available to collect completed surveys.**

There was some additional discussion regarding the Life in Solera magazine but there will be no action taken or further action items identified pending the outcome of the survey.

CAMERA FOR BROADCASTING BOARD MEETINGS – George Vawter is continuing to research cameras to determine which would be the best camera for this purpose. There was a discussion on this issue with several important observations.

- Ken Wright indicated that having the microphone used for this purpose not be physically attached to the camera since the mic and camera might be placed in different locations in order for maximize the quality of the broadcast.

- The Committee discussed the benefit of pursuing two different systems; one that is portable that can be used in various locations for various purposes and one that is static and built into the Oakmont Rooms.
- The Committee discussed the video that Ray was able to obtain of a broadcast that was done at a recent Four Seasons Board Meeting. Most members agreed that the broadcast was adequate but could be substantially improved with better equipment and placement of that equipment.

George will continue to review camera equipment that may be used in a portable system (as discussed above).

Ken Wright has invited the Committee to come to the Keystone Pacific offices in Irvine to see how their broadcast system is set up. **Ken will contact the Committee and convey some of the best times for this visit. I will take steps to set up this visit.**

TV FOR GREAT ROOM – George Vawter made a presentation at the last Open Session Board Meeting and reported that the Board approved his recommendations to purchase a new smart TV. The Committee understands that **further action on this issue (purchase of equipment/furniture and installation) is the responsibility of the Keystone Pacific onsite staff.**

SOLERA WEBSITE MODIFICATIONS – I made a presentation to the Board of Directors on the Committee’s recommendations regarding Solera website modifications. The Board approved those recommendations. **Ken Wright indicated that Keystone Pacific IT would develop a document describing these modifications, programming efforts required and costs involved.** He indicated that this could be developed quickly; possibly before the end of the week.

EBLAST FIX – Ray Gayton-Jacob presented his written report on his progress on this topic. It was obvious that there are problems with the process; a possible disconnect between actions taken by onsite Keystone employees and associated actions taken by Keystone Pacific IT staff. **Ken Wright will work with Loni Peterson (General Manager) in an attempt to resolve these issues.**

Ken also suggested that it would be a good idea to have a special resident meeting to review the processes required to register for this system as well as a discussion on the Keystone Pacific “portal” and other IT issues for which Solera residents should be aware. The Committee embraced this suggestion and **I will take steps to set up this special session.**

Part of our discussion was about including text messages as part of this communication process. **Ray will begin to look into and develop this idea.**

OAKMONT ACOUSTICS – Lane Joel has contacted two different acoustic shade companies as well as SnowSound USA in an effort to have representatives visit our facility and make recommendations on what can be done to resolve our acoustic issues. These companies up to this point have not been responsive. Ken Wright suggested that Lane contact Eric at OWP (One Workplace). Ken indicated that Eric has knowledge and experience on acoustics. **Lane agreed to make this contact.**

Lapel Mics – Nobody had any specific knowledge of what is taking place in this regard. However, Ken indicated and/or verified that our sound system in the Oakmont rooms will need to be programmed to accommodate these mics. **I will contact Loni Peterson to see what actions she is taking in this regard and provide a report to the Committee.**

Other Discussion Items

The following items were discussed and may be on the agenda for future meetings:

- Developing or promoting information seminars or sessions for residents
- Potential organizational development or charter changes that would allow for actions beyond advisory actions only (Broadcasting Duties, N2N Duties, Software/Website Support, TV Station Programming/Scheduling, Assist with Preparation of Materials and Presentations)
- Further modifications to the Solera website (Improvements to M2M, N2N, the Solera Directory, the eBlast system and other possible new features.)

The meeting adjourned at approximately 11:55am.