

CTAC Minutes for Meeting of May 16, 2022

Action items in **RED**

The meeting was convened at 10:02am. Lane Joel, Steve Mehlman, George Vawter, Pat King (Board Liaison) and I (Dennis Rice) were in attendance. Ray Gayton-Jacob had an excused absence due his involvement with a Red Cross mission.

ANNOUNCEMENTS & UPDATES:

- There was an update and brief discussion on the new TV in the Great Room. Areas of improvement or concern were discussed. **I will make our concerns known to the General Manager in an effort to resolve issues identified.**
- Lapel mics have not yet been ordered. This will be part of a discussion that we will have with Eric Evans from One Workplace when he is able to visit.
- The Board voted “Nay” on the CTAC’s recommendation to have someone research Acoustic Artwork and sound absorbing plants and develop a subsequent proposal for Board consideration. It was not clear why it was not passed. This issue may be raised in the future as part of a broader package.
- *The Life in Solera* Survey Report was sent to the editor and/or publisher of the Life in Solera Magazine. It was also sent out via a GM eBlast message and a link to it was added on the Solera website.
- I made a request to the GM to determine the cost associated with some relatively minor website changes; deletion of the Survey Feature, User Announcement Feature and Business Referrals Feature. Christine Rogers responded and indicated that she would get some pricing information and it would be put before the Board in an upcoming meeting.
- There was no report on the idea of having Mickey Valdivia make a presentation to the community. **Pat King indicated that she would follow up on this recommendation.**

OLD BUSINESS

- The May 2, 2022 Minutes were approved as written (Motion made by Lane, Seconded by Steve)
- Broadcasting/Recording Meetings & Acoustic Improvements – A decision was made to not do any more substantive work on either of these issues pending a meeting with Eric Evans from One Workplace.
- Great Room TV – There was a discussion on the policies and procedures regarding the use and programming of the new TV installed in the Great Room. **I will develop a rough draft of a procedure and form for discussion at our next meeting.**
- No action was taken on the development and presentation of eBlast Training since Ray was working this issue and could not attend the meeting. **Ray will be asked to provide an update at our next meeting.**
- Website Changes – There was a discussion on how to proceed with making desired changes to the Solera website. Members agreed that it would be a good idea to get the “blessing” from the Board prior to proceeding especially if we have an intention of consulting with multiple website developers. **I volunteered to put together a request to add this to the agenda for the June or subsequent meeting.**

- Text Messaging System – Again, No action was taken on this item due to Ray’s absence. Discussions and potential actions will continue at our next meeting.

New Business

- Other Broadcasting Apps vs Zoom – No action was taken on this item.
- Training/Educational/Entertainment Production – No action was taken to identify topics for production.
- Communications Improvement Worksheet – I introduced this worksheet to the members and asked them to **“look it over” and be prepared to work on it at our next meeting. (Attachment I).**

Adjournment - The meeting adjourned at 11:50

Communications Improvements - Worksheet

Category	Examples	Methods
Emergency Information that will or may have a major negative impact on residents.	Major Storm Warning Active Shooter	Text Messaging, eBlasts
Urgent information that will likely have an impact on all or a large majority of residents	Electrical Outage	eBlasts, Mailroom Flyers, Website
Business or community information that may have an effect on residents and/or for which they have an interest	Special Board Meeting State of the City or County	
Training information that will help residents prepare for potential negative events	Emergency Preparedness Info	
Training information that will help residents to better understand the governing structure, rules/regulations that govern the community including various committees.	New Resident Forum Training on Rules/Regs Committee Info and Openings	
Information to make residents aware of the community's sports/entertainment facilities and opportunities.	Facilities and Schedules Club/Group Info and Schedules	
Information on current events including HOA sponsored and entertainment events.	Concerts on the Green	
Training information that may have the effect of improving residents' lifestyle	Lectures by Health Experts	
Entertainment media (Sports events, movies, documentaries, etc.)	World Series Viewing	