

CTAC Minutes for Meeting of August 15, 2022

Action Items in **RED**

The meeting was convened at 10:05am. Pat King, Lane Joel, Steve Mehlman (Board Liaison) and I (Dennis Rice) were in attendance.

ANNOUNCEMENTS

I reviewed the proposals that will be made to the Board of Directors at the August 17 Open Session Board Meeting including a short Power Point presentation regarding our digital signage proposal that I created. I will make some introductory remarks prior to showing examples of digital signage and, with relation to the Constant Contact proposal, make sure that the Board is made aware of annual cost estimates.

PREVIOUS MINUTES

The minutes from the previous meeting were approved (Motion by Lane Joel, Second by Pat King)

OLD BUSINESS

- **TECHNICAL COORDINATOR POSITION** – I reviewed the information gained from the FOUR SEASONS Technical Coordinator and, after some discussion, the Members agreed to ask for an item to be placed on the agenda of an upcoming Open Session Board Meeting that would ask the GM and/or other KPPM personnel to evaluate the possibility of acquiring a Tech Coordinator and report back to the Board on costs and procedures involved. **I will put together that request and distribute to Members for review and editing. I will give Monica Munoz a "heads up" on our recommendation prior to the Board Meeting.**
- **WEBSITE MODIFICATIONS AND RELATED MAINTENANCE**– I indicated that I have a meeting with Ken Wright on Friday, August 19 to begun discussions on this issue.
- **ACQUISITION OF A/V EQUIPMENT** – Both Steve Mehlman and I have given information to Ken Wright on this issue and expect a recommendation from Ken soon. Lane Joel suggested that any additional microphones or speakers may not be necessary since they would not often be used and the existing system will suffice. **I will pass that concern onto Ken for his thoughts when meeting with him on 8/19.**
- **EBLAST/TEXTING PROMOTION** – The Members discussed some of the ways that we can promote these programs if or when approved.

NEW BUSINESS

- **COMMUNICATION SERVICES** – This idea was discussed with no final recommendations. One concern is that volunteers from the community may not be necessary if we have a Technical Coordinator who will provide training to other monitors.
- **MAILROOM INFORMATION RACKS** – Members agreed that the information stands in the mailroom should be better organized. Members also agreed that club and groups should be able to get copies made in the administrative office at no cost to those organizations. **I will put together a proposal to address this issue and make it available to Members for review**

and editing. I will also give Amanda Morgan and Monica Munoz a "heads up" on our recommendation prior to the Board Meeting.

- **RECRUITING IDEAS** – We discussed this issue. I will put together a flyer for the mailroom and also ask that the flyer (or similar document) be included with an upcoming billing statement.
- **REGULAR "FYI" SESSIONS** - We discussed the value of having regular information sessions that might include (but certainly not limited to) sessions on Medicare/Long Term Care, VA , City/County Report, Red Cross, Emergency Preparedness, New Resident Video, Rules/Regs, etc. I will set up some time to "broach the subject" with Amanda Morgan.
- **OAKMONT ROOM "FLOORING"** – We discussed the importance of having the flooring in the Oakmont Rooms be made with different materials than that which is currently there. In that regard, there was some discussion about the moisture issues in (under) the clubhouse and Lane Joel will suggest to Merle Chapman that a 2-3 foot wide rock treatment be placed around the clubhouse as a possibility rather than install drip irrigation; the current proposal.

The meeting was adjourned at approximately 12:00 noon. Since some members will not be available to attend upcoming meetings on our regular schedule, the first meeting in September and the first meeting in October will be rescheduled and no meeting will be scheduled for the latter part of September.

I will invite Monica Munoz and Amanda Morgan to our next meeting to discuss issues that will have an impact on them including the Tech Coordinator proposal, the Mailroom Information Stands, the regularly scheduled information (FYI ??) sessions and other potentially impactful issues.

Respectfully submitted;

Dennis Rice, CTAC Chairperson