

CTAC Minutes for Meeting of October 24, 2022

Action Items in **RED**

The meeting convened at 10:02 on October 24 in the Arts & Crafts Room. Pat King, Lane Joel, Tony Luchessi, Pat Whittle and I (Dennis Rice) were in attendance. We were joined by Ken Wright (KP IT) and Monica Munoz (GM).

Progress Reports:

A considerable amount of time was spent discussing progress on pending vendor projects:

- Progress on employing Constant Contact was discussed. I indicated that Monica Munoz is ready to start using the system at any time. I indicated that I was having difficulty getting Monica set up as the ACCOUNT OWNER of the system and that, until that is accomplished, we are not able to get REGISTERED in order to start using or setting up our texting (SMS) service. *(NOTE: Subsequent to this meeting, I was able to get Monica set up as the OWNER and provided instructions to her on how to access the system and register for the SMS service.)* There was a concern about how the contact information in the system would be maintained and who would be maintaining/operating the system. **I agreed to work on a procedure to address these issues.** *(NOTE: Subsequent to this meeting a first draft of a procedure was developed and distributed to CTAC Members for comment.)* Lane Joel created a three-fold flyer to promote these services. The flyer includes a registration form. **Pat King will briefly discuss these services at the upcoming New Resident Forum on October 26** and the promotion flyer/registration form will be passed out at that meeting. They will also be placed in the mail room. Further promotional ideas will be discussed in upcoming meetings.
- We briefly discussed the proposal from One Workplace regarding A/V improvements in the Oakmont Rooms. We intentionally limited discussion on the proposal received pending the receipt of other proposals, inclusion of others with technical/procedural experience, and the potential inclusion of a technical coordinator.
- We have not yet received a proposal from One Workplace regarding digital signage. Finding another vendor(s) for this job was discussed though no formal action was taken by the Committee.
- A proposal has been made by Monica Munoz regarding the acquisition of a Technical Coordinator. The CTAC agreed with her approach. Her proposal will be made to the Board of Directors at an upcoming meeting. If approved, a Technical Coordinator may be in place by December or January.
- Given time constraints, we did not discuss progress on Mailroom Information Racks/Signage, FYI Sessions, HOASites Meeting Schedule, & Acquisition of A/V Equipment.

(NOTE: Pat Whittle brought a mic/speaker system to the meeting and donated it to the HOA. The system will be tested and inventoried for potential use as needed.)

Old Business

- The minutes from our last meeting were approved (Motion by Lane, Second by Pat)
- Acoustic Considerations for Oakmont Room were discussed. After some discussion, there was a general agreement that an acoustic consultant should be called in to address the situation. No formal recommendation was put forward on the idea.
- There was some substantial discussion on the Life in Solera magazine. Research that was done by Vallarie Cleg indicating that many want the calendar to remain as is and include current details. No decision or recommendation, one way or another, was made regarding the calendar. Other issues regarding the magazine were discussed and will continue to be discussed with the intention of making improvements to the magazine, changing the personnel & processes involved in publishing the magazine, and considering an alternative vendor.

New Business

- Time did not allow a discussion on a Spectrum FYI Session or Article/Notice designed to inform residents on Spectrum virus protection. This will be on our next agenda.
- There was considerable discussion on the difficulties involved in managing the multiple technical projects that are being proposed and those currently being worked. There was a general concern that the right people were not in place with technical or procedural expertise to work and coordinate all of these projects. (Projects include the A/V improvements, acoustic improvements, flooring materials/installation and digital signage.) A suggestion was made that it may be a good idea to form an ad hoc committee, which would include those with technical or applicable experience, to work these issues. The Committee agreed that it should not be the body to make this recommendation. Rather, it may be addressed by a Board Member or Members with a potential recommendation being made to the Board at an upcoming Board Meeting.

The meeting was adjourned at 11:55.