

# CTAC AGENDA 2-06-23 @ 10:00 AM

## Progress Reports (Pending or In Progress):

- 1) One Workplace installation of Bright Sign (TVs, controllers, etc. – Monica)  
Eric will order the Bright Sign materials, TVs, Controllers, Power is complete.  
Ken Wright will follow-up for encouragement.
- 2) Skills and Experience Worksheet (On Board Agenda? – Steve Mehlman)  
On February Agenda
- 3) Text Messaging Progress (David Pardes) ???
- 4) Outstanding Quotes (e.g.: One Workplace) on Improving Broadcast Capabilities for Board and other meetings. (Monica, One Workplace Quote) No Action
- 5) Acoustic Issues (Acquiring Acoustic Engineer – On Board Agenda – Steve Mehlman?) Waiting on the Floor
- 6) Website Survey (Placement??) Waiting for Dennis
- 7) Improvements to “Flyer Racks” in the mailroom (Crystal Trujillo) Build a rack with columns, Recreation, Clubs, Groups, HOA Activities, Trips, Glasses. Will discuss more on February 24<sup>th</sup>.
- 8) Board Review of Publication Standards (Steve Mehlman) Steve will put on March Agenda.

## Old Business

- 1) Approve Minutes Minutes approved as submitted.
- 2) Life in Solera Improvements (Design, Content, CTAC Role, Admin Role [via current publisher vs. new publisher], review example of magazines previously edited/published by Crystal, etc.) Crystal shared a copy of mailouts that she has been involved with. Topic will be continued at future meetings to discuss possible changes.

## New Business

- 1) Development and/or prioritization of 2023 projects. No Action
- 2) Preliminary discussion on the use more or improved video during Board meetings (Survey Results, Financials, Photos of proposed plans or items like “speed humps, flooring materials, acoustic panels, schedules, etc.) Steve Mehlman will ask Board members to use visuals cues such as videos/slides to enhance their future presentations.

- 3) Preliminary discussion on improved Board Meeting Agendas (Links on digital agenda to more detailed information – Work Involved? – Legal Implications?) **Not Discussed**

**Website Project – Dennis Rice to Lead Discussion (Not Discussed)**

- 1) “Website Project” vs “Website Team” (as approved at previous meeting)
- 2) Discuss Phased Approach
  - a) Design, Content and Personnel Involvement
  - b) Build
  - c) Promotion and Implementation
  - d) Improvements and Maintenance

**Review Action Items and Adjourn**

1. We reviewed the HOA Sites and discussed items that would be valued by residents.
  1. FAQ
  2. Fonts
  3. Simplicity
2. Resident directory is a work in progress. Uniform pictures were discussed.
3. David, Tech Representative, will present a report each meeting.
4. Adjourned at 11:27 a.m.

Next meeting February 24<sup>th</sup>.