

CTAC AGENDA

Meeting Minutes 4-3-2023

In attendance, Lane Joel, Dennis Rice, Pat Whittle, Steve Mehlman
and Marcia Casem

Meeting called to order 10:00AM

Reports

- 1) **Administrative Report:** ----Crystal reported she is working on putting more fly racks/holders in the mail room.
- 2) **Liaison Report**----- Steve had no report
- 3) **CTAC Chair Report** –Lane Reported the issues with One work place have been resolved and the bright sign installation should occur in the very near future.

Old Business

- 1) **Recording/Broadcast Capabilities – Review New One Workplace Proposal (if available)** No new Quote - Lane will reach out to Ken Wright any ask if there has been any up date to our quote for Recording/Broadcast capabilities.
- 2) **Publication Standards (Attachment 1)**---- New Publication standards with legal opinion were approved and recommended to the Board for further action.

New Business

- 1) **Approve Minutes** ---- **Unanimously Approved**
- 2) **Approve *Life in Solera* article** --- **Unanimously Approved**
- 3) **Charter Revision (Attachment 2)** – Table with revision being done by the Board which we will address at our next meeting. Marcia Casem will revise and bring them to our next meeting.

- 4) **M2M Reporting at Board Meetings --- Marcia Casem will discuss this with the Board and we will address, if necessary, at our next meeting. However, this will not be discussed with the current Board but rather with the new Board in June or July. Tabled for now.**

Website Project

David was not in attendance, however, we discussed in depth what we thought the front page should look like on the new website. Dennis will put something together for our next meeting which hopefully will cement the front page of our website. We will continue to follow Dennis schedule to the best of our abilities.

- 1) **Review HOA Sites Website Progress (David Paredes)**
- 2) **Develop Recommendation for Design Content of Homepage Format (Attachment 2 & 3)**
- 3) **Next Steps (e.g.: About or Solera Life, N2N to HOA Sites Blog,) – Attachment 4**

Adjourn