



# COMMITTEE



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**NAME:** Communications

**Chair:** Rose Mackey

**Board Liaison:** Doug Mattos

**Meeting Date/Time:** Wednesday, October 22, 2025, 3 PM

**Location:** Clubhouse Library

**Members present:** Rowena Bautista, Rebecca Brannon, Rose Mackey, Doug Mattos, Kim Mattos, Kathy Miller, William Miller, Julie Shanahan, Nancy Sutherlin, Judy Quinn.

**Members absent:** none

**Guests present:** none

## Meeting Minutes

**Call to Order:** 3:00 PM

1. **Welcome Guide update** - defer to next month
  - a. Committee members to review the copy distributed at the meeting and be prepared to discuss
2. **Code of Conduct and Ethics:** All members have signed
3. **Committee Charter** - reviewed, edits will be submitted to the Governing Docs committee, who will review and propose a final version to the YLOA Board
4. **YSPUC Communications**
  - a. **MOTION:** Communications Committee recommends to the YLOA board that they request the YSPUC board to designate a Communications Liaison to participate with the YLOA Communications Committee
5. **Improving Communications Ideas**
  - a. William demonstrated the YoDeck digital signage solution. **MOTION:** Communications Committee recommends to the YLOA board that they allocate funds (not to exceed \$650) to purchase a YoDeck software subscription, a TV, a TV stand, and the required accessories to deploy a digital bulletin board in the clubhouse. William will configure the content and will include instructions





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for viewers to add new content going forward. The number of content suggestions received will serve as a measure of engagement and help determine the solution's success.

## 6. Follow-ups.

- a. Julie to research options for marquis
- b. William to research emergency texting options later in the fiscal year
- c. Rose and Judy to work on revising the Committee Charter, incorporating the proposed changes.
- d. William to update YLOA website: board photos, update minutes, add emails under photos
- e. William/Rose to confirm YLOA website "Contact Us" form routing with Beth
- f. Rose and William to work together to add a Committee Update section to YLP Life

## 7. Items to add to next month's agenda:

- a. Welcome Guide Review
- b. YSPUC Communications Liaison
- c. Marquis - by clubhouse and Revis (including possible funding by local businesses)
- d. Strategy for ByLaws updates - dependent on Governing Docs Committee timing

**Next Meeting:** Wednesday, November 12, 3 PM in Clubhouse Library (moved to accommodate committee member scheduling conflicts)

**Meeting Adjourned:** 4:35 PM



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559.658.7466

