



# COMMITTEE



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**NAME:** Communications

**Chair:** Rose Mackey

**Board Liaison:** Doug Mattos

**Meeting Date/Time:** Wednesday, November 12, 2025, 3 PM

**Location:** Clubhouse Library

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

**Members absent:** Kim Mattos

**Guests present:** none

## Meeting Minutes

**Call to Order:** 3:05 PM

### 1. Welcome Guide update

- a. Committee members are to review the distributed copy and be prepared to discuss it. Working session December 10
- b. Kim has converted the old file to a usable format
- c. Need to determine which events may be good distribution opportunities

**2. Committee Charter** - updates reviewed by Governing Docs; Doug will submit to the board for review and approval at the next open board meeting

### 3. Committee Minutes

- a. Submit to William for posting on the Communications section of the YLOA website.
- b. William will also provide a copy to Beth for posting on Ciranet

### 4. YLOA Website

- a. Updates requested in the last meeting are complete
- b. Move YSPUC content over to the YSPUC portion of the site



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## 5. YoDeck/Digital signage

- a. The board has approved the purchase.
- b. William will be configuring in the next couple of weeks.
- c. The first unit will be installed in the clubhouse hallway; the location of the second unit will be determined.

## 6. Marquis

- a. Julie researched three options, and will research more
- b. Julie will check with Hillside Market

## 7. Bylaws - table

## 8. Emergency Texting - table

## 9. YLP Life Committee section - in process

## 10. Follow-ups.

- a. Julie to research more options for marquis
- b. William to research emergency texting options later in the fiscal year

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

- a. Welcome Guide Review

**Next Meeting:** Wednesday, December 10, 3 PM in Clubhouse Library

**Meeting Adjourned:** 3:55 PM



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