



# COMMITTEE



**NAME:** Communications

**Chair:** Rose Mackey

**Board Liaison:** Doug Mattos

**Meeting Date/Time:** Wednesday, September 3, 2025, 3 PM

**Location:** Clubhouse Library

**Members present:** Rowena Bautista, Rose Mackey, Doug Mattos, Kim Mattos, Kathy Miller, William Miller, Sandy Pemelton, Judy Quinn

**Members absent:** Rebecca Brannon, Julie Shanahan, Nancy Sutherlin

**Guests present:** none

## Meeting Minutes

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

### 1. Appointment of Committee Chair and Secretary

- a. Rose Mackey - chairperson
- b. Judy Quinn - secretary

### 2. Welcome Guide update - discussed current state of Welcome Guide.

- a. Current version will be distributed to Committee Members
- b. Recommend adding a Voting Section to the Welcome Guide
- c. Recommend adding an annual calendar section to the Welcome Guide

### 3. Code of Conduct and Ethics: Members need to sign this form and return at next meeting (if not already signed)

### 4. Relationship with YSPUC, concerns about its communication methods - discussed

### 5. Members ideas about improving communications

- a. More positive communication
- b. Website should be main communication channel
- c. Events should be sent to William for inclusion in YLP Life and YLOA Calendar
- d. Include a section for Committee Updates in YLP Life
- e. Consider using bulletin boards by mailboxes - YLP Patrol to keep current



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- f. TV's in clubhouse - scroll current activity and alerts
- g. Develop a ByLaws Communication Plan in cooperation with Governing Docs committee (will include a Town Hall to drive community awareness and participation)

## 6. Assign follow ups.

- a. William Miller to develop strategy for using TV's in clubhouse to broadcast current information
- b. William Miller to research emergency texting options
- c. William Miller to research better microphones for board meetings
- d. William Miller to set up a committee email distribution list
- e. William Miller to research possible new "Alerts" section on YLO
- f. Rose Mackey to discuss formatting options for Welcome Guide with Randy Sacks; info to be shared with Doug Mattos and William Miller to develop a go-forward plan.
- g. Rose Mackey will distribute current version of Welcome Guide to committee members
- h. Rose Mackey to talk to Beth about routing of "Contact YLP Board" inputs
- i. YLP Patrol will be asked to attend Board Meetings
- j. Sandy Pemelton will come up with ideas for a monthly newsletter

**Next Meeting:** Wednesday, October 22; 3PM in Clubhouse Library

**Meeting Adjourned:** 4:45 PM



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