



COMMITTEE



NAME: Communication

Chair: Rose Mackey

Board Liaison: Doug Mattos

Meeting Date/Time: Wednesday, March 18, 2026, 3 PM

Members present: Rowena Bautista, Rose Mackey, Doug Mattos, Kim Mattos, Kathy Miller, Julie Shanahan, Judy Quinn

Members absent: Rebecca Brannon, William Miller, Nancy Sutherlin

Guests present: None

Meeting Minutes

Call to Order: 3:07 PM

- 1. Recording Communication Committee Meetings Motion:** All Communication Committee meetings will be digitally recorded for assistance in preparing minutes and ensuring accuracy. These recordings will be deleted after the minutes are approved at the following committee meeting. Unanimous. **MOTION PASSED.**
- 2. Approve 2/18/26 Meeting Minutes** - Unanimous. **MOTION PASSED**
- 3. Welcome Guide Update**
 - a. Previous modifications/edits have been made. Reviewed with the committee.
 - b. Decision to leave YLP Patrol & Community Safety page as is
 - c. Evacuation Routes Updates should be complete next week
- 4. Welcome Guide Distribution Strategy**
 - a. Target Initial Distribution at Pasta Dinner on April 14
 - i. **Action:** Rose will work with Kim to get Evacuation Routes page finalized
 - ii. **Action:** Rowena will gather approval from Ladies of the Lake
 - iii. **Action:** Doug will talk to Skyler about approval of \$400 to print 100 copies, Randy says there is a 1 to 2 week lead time to print
 - iv. **Action:** Julie will coordinate a table, distribution log, and signage



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- b. **Action:** Rose will discuss Escrow Package digital distribution with Holden
- c. **Action:** Rose will work with William to promote the new Welcome Guide on the YLOA website, YLP Life, YoDeck, and Facebook.
- d. Next Distribution Target: Open House at Fire Station - May 2

5. YoDeck Digital Signage - no update

6. Social Media Strategy

- a. **Action:** Julie will reach out to offer help to William
- b. Cadmar plans additional involvement going forward

7. Marquee Update

- a. Julie obtained a promising new quote from AIO - shared with Cadmar
- b. **Action:** Rose to coordinate introduction of Julie to Ken Sartain and Brian Murphy from YLOA Engineering and Planning Committee

8. Bylaws Communication Strategy

- a. A PowerPoint targeted for presentation at a series of Town Halls is in process by the Governing Docs and Election Committees.
- b. The final version will be shared with the Communication Committee
- c. The committee discussed several communication/promotion strategies.

9. Organizational Chart Posting

- a. Current version looks unprofessional - discussed with Cadmar

10. Charter and Minutes Posting on Websites

- a. Discussion of design change - to be discussed with William
- b. Revised charter targeted for approval at the next board meeting.
- c. **Action:** Judy to forward the latest revision.

11. Evacuation Plan/Routes

- a. Meeting scheduled with the Disaster, Fire, and Safety Committee, Sheriff, and Fire Department to finalize next Thursday afternoon.





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12. YLP Patrol Update - keep Welcome Guide page as is

13. YLP Life Kudos (Committee inputs)

- a. The committee discussed the need to actively promote positive, community-focused messaging
- b. Action:** Rose will reach out to Nancy Sutherlin to discuss assuming responsibility for contacting committee chairs and other key contacts monthly to compile and prioritize ideas for YLP Life Kudos.

Next Meeting: Wednesday, April 22, 3 PM in Clubhouse Library

Meeting Adjourned: 4:35 PM



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