Cameron Station Communications Committee  
Meeting Minutes  
October 18, 2010

**Members Present:** Cheri Avila, Ana Kelly, Carolyn Bedi, Pat Sugrue, Jamie Test  
**Absent:** Don Buch, Board liaison  
**Call to Order:** Meeting was called to order at 7pm.

### Website Redesign

The committee reviewed two additional designs submitted by Micro Consolidated, based on feedback from the committee on earlier designs. Board Liaison Don Buch who was not able to be present at the meeting had submitted feedback via email.

At 7:30, committee members participated in a conference call with Terrence and Summit from Micro Consolidated and Cameron Station Community Manager Airielle Hansford. The first design was selected with some modifications, including the addition of small icons for the menu, as well as a site map. Terence will get back to the committee on Wednesday, October 20, with two variations and the committee, via email, will provide feedback by Friday, October 22. Once the home page is finalized, back page designs will be presented for approval.

Once the site is designed, training will be offered by Micro Consolidated, probably remotely. Terrence suggested two sessions, approximately four hours each: the first regarding navigation and content creation; the second for administration. Airielle and Cindy Thomason, web administrator, and one or more committee members will participate. Dates TBD by next week.

Terrence expressed concern about the website redesign taking longer than anticipated, and was assured by Cheri that the delays were on our end due to the volunteer nature of the committee, and things would be able to move more swiftly from now on.

### Database Issues

The committee discussed ways to move to the new site to best protect confidentiality so that only owners and residents have access to the non-public portion of the new site and so that the website database has a tie to the other CMC database. Nothing is foolproof, but this process would discourage reporters, realtors, etc. from gaining access easily.

Carolyn Bedi provided a synopsis of the preferred procedure which would begin with CMC providing a database dump from the fitness database to include name and access card number by address. Then the following would occur:

1. A letter would be issued to each owner that includes the name and access card number for each card associated with their address. The letter would also inform owners that they must relay information to tenants; that email blasts after a certain date won't be received unless they register on the new site; and provide information on how to register, including the kind of information they will be able to add and make visible.

2. When users register, they would select the street from a drop down and provide street number, name, unit number and access card number (and probably some other things too, if they want them visible).

3. Registrations must be validated. Ideally this could be systematic – will need to check with Micro Consolidated. If not, CMC would review registration and validate the access code provided before approving registration.
**Social Networking**

To be discussed at later date.

**Adjournment**

The meeting was adjourned at 9:00.

Respectfully submitted,
Patricia Sugrue