Cameron Station Communications Committee
Meeting Minutes
October 1, 2012

Members Present: Donna Gathers, Ana Kelly, Bill Love, Pat Sugrue, Jamie Test

Members Absent: Scot Christenson, Carolyn Bedi, Cheri Avila, Barbara Martinez, Phil Ludvigson (board liaison)

Call to Order: Meeting was called to order at 7:45pm.

Meeting Agenda
Approved.

August Minutes
Approved.

Emergency Notification System
Board approved replacing Homeowner Link with EZ Text messaging system. Since this is a pay-as-you-go credit-buying system, committee wants to know who will have purchasing authority when community manager is away.

Committee discussed mailing to residents to capture email addresses and mobile phone numbers. Will consist of letter, check-off form, and business reply envelope in #10 envelope. Pat will make changes to draft letter and Jamie will develop form and provide to committee for review. Committee suggests making it a separate mailing to better capture residents’ attention.

Donna will check with management regarding who would be best to input information received – CMC, front desk personnel, or Cindy Thomason.

Committee discussed giving residents the opportunity to decide what kind of information they wish to receive via blasts/texts. Categories would be developed after initial mailing and provided to those who respond via email…there would not be another print mailing. Donna to discuss with management.

Welcome Kit
Revised version will be distributed once new emergency notification system is included.

Media Kit
Pat has been in contact with chair of Events Committee and is waiting for feedback on sponsorships.

Meeting Adjourned
Meeting adjourned at 8:40pm.

Respectfully submitted,
Patricia Sugrue