

Members (A Quorum was present)

Present: Greg Shelby (co-chair); Michael (Mick) Viney (co-chair); Jeri Robbins (Condo Board); Carrie Zimmer (Activity Director); Greg Fox (secretary); Mary Olson; Alice Anderson (Social Board).

Excused: Gabby Hayes

Residents: Carol Perkinson, Linda Tollas

The meeting opened at 10:01 MST with the introduction of those present.

1. Residents were offered up to 5 minutes to speak on items of interest. There were none.
2. Minutes of the meeting of Dec 21st were reviewed. Two corrections were made and they were accepted as amended. Moved: Alice; Seconded: Mary.
3. Chair's comments: Neither co-chair had introductory comments.

4. Board Meeting Jan 5th - work session

Miscommunication left Mick off the agenda but Mick will send the documents to the Board.

5. Mick presented three (3) papers:

- a) One providing timelines for the hiring of appropriate staff and for the initial development of an appropriate web site;
- b) One draft of potential position description for a Communications Director;
- c) One draft of potential position description for an IT Coordinator.

Salary estimates require further research. An appropriate IT Coordinator could be in the range of \$65k.

The change management document by Gabby is a valuable resource to be shared with the Board of Directors for advising the transition strategy.

A few comments were provided for possible adjustments and then agreed to.

Motion:

Moved by Alice, seconded by GregS that the committee agrees with the four papers above and that we move forward with these documents to the Board.

6. Organizational structure:

Commented that the IT support would be for both corporations.

7. Committee projects

Project #1 'Plan – who, how, when to educate residents on portal and use'

Currently on hold.

Mick reported on research he and Gabby did into resident access to CondoManager and the challenges with access via a web portal. He is currently waiting for access to be granted from the Accountant/System Administrator to continue his assessment of what that administrative software can provide as we look to improve access via web or other software.

Mick will continue his research into CondoManager.

Project #2 'the web design'

- A. Work with Activities staff to identify functions desired
 - i. Communication, calendaring, payments, etc
- B. Identify connections to Condo Manager (resident email, calendar, etc)- on hold

Some documents available as input to discussions on web design are:

- General Principles (GregF)
- Web user views (GregF)
- Web development plan (Carrie)
- Website items and tools (Carrie)
- Website design and reviews document (Mick)

Carrie will work with her staff to develop an overview of what the Recreation Department wants in a web site.

Alice, Mary and GregF will meet to make a first pass on the process to determine how to collect current needs of residents with regard to web access to VO information.

Project #3 Outlines

An assessment is needed of the Outlines with focus on accuracy, completeness and relevance.

There was extensive discussion of a number of challenges with the current issue. Identified the need for better proof-reading perhaps by using experienced volunteers and freeing up staff.

Linda presented suggestions for adjusting the content and accuracy. Removal of duplication both in an issue and across issues was discussed.

A major question is - what is the goal of the Outlines?

Thoughts that we should hire in an expert to review the product and advise us on what it should be and how it should look, and how we should proceed with it. Hiring a consultant is an investment, not a cost.

Carrie and Alice will work to fix the current issues corrections and will include Jim and the GM in that task.

Linda Tollas will provide a written overview of her suggestions incorporating some of the current discussion and send to Mick.

The next meeting is January 18th 2023 at 10:00 in the activity office meeting room

The meeting adjourned at 11:45

The next meetings are scheduled for the activity office meeting room @ 10am MST
Jan 18; Feb 1; Feb 15; Mar 1; Mar 15

/gf