

STANDING COMMITTEE TERMS OF REFERENCE

Communications Committee

JANUARY 2025

PREAMBLE

This Committee is created under the Venture Out Bylaws (Article IV, Section 11, f) to assist and advise the Board of Directors. Committees may request assistance for outside professional advice and help but may not contract directly for these services. This responsibility lies solely with the Board of Directors and the Venture Out Manager.

MEMBERSHIP

The committee shall consist of five to seven lot owners who are voting members. Only the liaison from the Condo Boards shall be a member of the Committee. Only the Condo Board liaison shall be a voting member. The liaison will not count against the number of members on the committee. The appointment of lot owners will be determined and ratified by the Condo Board. The liaison will operate as a two-way conduits between the Committee and Condo Board of Directors.

The Venture Out General Manager, the Activity Director and other members of the Venture Out management team may be included as required as experts and will be non-voting resources.

Under the VO Rules and Regulations (Section III, Article 7) a lot owner appointed to a Standing Committee established by the Board of Directors shall serve on each committee for a three-year term. A member may be appointed for additional one-year terms. In the event of a vacancy, the Committee will solicit applicants and recommend appointments to the Condo Board.

COMMITTEE PURPOSE

To assist and advise the Condo Board of Directors and Social Board of Directors. The committee shall meet at least once a month in season to examine the effectiveness of existing communication channels. The Committee will investigate new technologies, work with current, work with current communication providers, develop possible guidelines and provide recommendations for more effective communications. The Committee will also receive, carry out and report results on communication related assignments from the Board of Directors.

OPERATIONAL GUIDELINES

1. The Committee will strive to maintain amicable and cooperative relationships with all relevant agencies and Venture Out residents, including Venture Out management and staff.
2. The Committee will report to the Condo Board on all current and related issues.
3. The Committee will present an annual report to the Condo Board and lot owners at the Annual Meeting in February.
4. Under normal circumstances, once a year, the Committee will elect a chairperson and a secretary. This election is to be held prior to the Boards annual review of the Standing Committee Terms of Reference.
5. Annually, shortly after the new Condo Board Members have seated, the Committee will review its Terms of Reference and submit proposed amendments to the Condo Board for approval.
6. Minutes of all meetings will be taken and put on file with the Corporate Secretary.
7. Meetings are to be held at least once per month during the season of October through March. The meetings shall comply with A.R.S. 33-1248 (Bylaws article IV and 13). All Board meetings (and regularly scheduled Board Committee meetings) must be open to lot owners to attend and observe. The Committee may place reasonable time restrictions but shall permit a lot owner (or rep) to speak once, after the Committee has discussed a specific agenda item, before the Committee takes formal action on an item under discussion. The Committee shall provide for a reasonable number of persons to speak on each side of an issue.

8. Agendas for Committee meetings are to be posted 48 hours in advance by the corporate secretary.
9. Any member missing two meeting without an excused absence will be subject to removal for the Committee.
10. The Committee meetings shall comply with Roberts Rules of Order when not in conflict with Venture Out Bylaws and Rules and Regulations.

CURRENT MEMBERSHIP

[xxxx] Indicates the year that membership on the Committee started.

<u>Title</u>	<u>Name</u>
Chairperson	Rick Carson (2023) 628 Merlin 602-402-5902 carsonrealtor@gmail.com
Secretary	Mary Olson (2023) 628 Aztec 612-743-3880 6279mary@comcast.net
Liaison – Condo	Greg Shelby (2024) 611 Merlin 503-887-3248 gcselby@gmail.com
Committee Member	Robbie Oldemar (2023) 316 Navajo 360-425-4670 iris.lady@hotmail.com

Committee Member

Linda Tollas (2025)

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Committee Member

Nephi Williams [2025]

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Committee Member

Barb Berry (2025)

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Committee Member

Denise Wallace (2025)

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Committee Member

Gabby Hayes (2025)

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