

# **STANDING COMMITTEE TERMS OF REFERENCE**

## **Communications Committee**

**MARCH 2026**

### **PREAMBLE**

This Committee is created under the Venture Out Bylaws (Article IV, Section 11, f) to assist and advise the Condo 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 Condo Board of Directors and the Venture Out Manager.

### **MEMBERSHIP**

The committee shall consist of five to nine lot owners who are non-Board voting members. The Condo Board appoints one voting liaison from the Condo Board (who does not count against the nine member limit). The Condo Board liaison will operate as a two-way conduit between the Committee and Condo Board of Directors. The Social Board will appoint one non-voting liaison from the Social Board (who does not count against the nine member limit). The Social Board liaison will operate as a two-way conduit between the Committee and Social 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.

Diversity encouraged: skills in digital media, writing, graphic design, and accessibility are encouraged.

### **COMMITTEE PURPOSE**

The Communications Committee advises the Condo Board of Directors on optimizing resident communications. The committee shall meet regularly to examine the effectiveness of existing

communication channels. Duties will be assigned by the Condo Board of Directors and may include:

- Executing Board-assigned communication projects
- Reviewing channel effectiveness
- Testing and recommending new tools (e.g., apps, social media, AI-assisted content)
- Developing templates, style guides, and communication standards and related recommendations
- Measuring engagement metrics (e.g., open rates, resident feedback, accessibility compliance)
- Providing cost estimates for communication-related projects to support Board decision-making
- 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 meet regularly and report out to the Condo Board via written summaries that include findings, recommendations, and action items. Reports shall be submitted even when no new actions have occurred, providing a status update on ongoing initiatives. The Committee Chair may report to the Board in person at the Board's discretion or as significant communication issues arise.
3. The Committee will present an annual report to the Condo Board and lot owners at the Annual Meeting.
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 Board's 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 representative) 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 meetings without an excused absence will be subject to removal from 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**

[ 202x ] Indicates the year that membership on the Committee started.

Title	Name	Address	Phone	Email
Chair	Denise Wallace (2025)	910 Aero	619-787-3623	<a href="mailto:gfx@deniserwallace.com">gfx@deniserwallace.com</a>
Secretary	Mary Olson (2022)	628 Aztec	612-743-3880	<a href="mailto:6279mary@comcast.net">6279mary@comcast.net</a>
Liaison – Condo	Mike Denley (2026)	609 Merlin	612-388-3864	<a href="mailto:Denley.m@gmail.com">Denley.m@gmail.com</a>
Liaison – Social	Judith Pyle (2026)	932 Douglas	206-794-2613	<a href="mailto:judithp@vosocial.com">judithp@vosocial.com</a>
Committee Member	Gabby Hayes (2023)	905 Aztec	208-867-8993	<a href="mailto:gabby@hayesig.com">gabby@hayesig.com</a>
Committee Member	Nephi Williams (2025)	906 Douglas	206-931-4283	<a href="mailto:nephiwilliams@comcast.net">nephiwilliams@comcast.net</a>
Committee Member	Richard Kantak (2026)	906 Douglas	206-931-4284	<a href="mailto:rakantak@comcast.net">rakantak@comcast.net</a>
Committee Member	Greg Shelby (2024)	611 Merlin	503-887-3248	<a href="mailto:gcselby@gmail.com">gcselby@gmail.com</a>