

OVA COMMUNICATIONS TASK FORCE

10:00 A.M.

MINUTES

September 25, 2024

**Members:** Jackie Ryan, Chair  
Marty Thompson  
Jim Brewer  
Julie Kiil  
Marsha Zolkower  
Jim Acker  
Harriet Palk

**OVA Staff:** Christel Antone  
Crissi Langwell

**Board Liaison:** ~~Olga Ydrogo~~

A quorum was established.

The August minutes were approved via e-mail.

**Website Update**

The newly reconfigured homepage will be rolled out September 30. The next priorities are facilities, clubs and events pages. There will be consistent format throughout the site. Descriptions for many of the facilities are outdated, and CTF will work with OVA to make corrections and updates. It was suggested that there be a review of these pages every six months to determine if changes are needed.

**New Member Survey Review**

The surveys are sent out by OVA staff to new residents, and Christel has asked us to look at the tool. LRPC has used the survey data; but at this point, they are mostly filed away. The question still to be determined is: what do we really want to know about new residents?

### **Charter Discussion**

The charter needs to be reworked because we are now a task force, not a committee. Christel noted it may be wise to keep us as a board committee and specify that our job is to work directly with her.

### **Creation of Procedural Guidelines**

The editorial staff decides what articles should go in the newspaper and can be written by community members with oversight from the editorial staff. Articles can also be rejected. We clearly need to have guidelines so there are no misunderstandings. Jim Acker is going to begin the process.

### **Communication Policies**

Technically, staff members, committee chairs and board members should not post on Nextdoor, without going through the GM. Christel has asked us to develop a spokesperson policy. There also needs to be a crisis-communication policy. Letters-to-the Editor policy is in place. Articles can be denied with no reason given to the writer.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Harriet Palk  
CTF Secretary