

# Pine Mountain Club - Communications Committee

## Agenda January 7, 2025

### CALL TO ORDER

### ROLL CALL

**Members:** Marcy Axness, Diane Martell

**Board Liaison:** Brad Hudson

**Visitors:** Sarah Fulkerson

#### 1. Prior month's meeting minutes: December

1.1 Vote to approve.

#### 2. Board Liaison / Management Report

2.1. Input from the Board Liaison

#### 3. Old Business

**3.1. Committee Charters:** Provide an update on research regarding the annual revision process for all committees (SF).

**3.2. Website Updates:** Review progress: Safety Tab is complete, including: Winter Preparedness, Natural Disasters, Wildlife Awareness & Home Safety (DM).

#### **3.3. Committee Standard Operating Procedures [SOPs] and recruitment updates:**

- Committee SOPs update (DM)
- Recruitment Updates:
  - Comm Comm confirmed that it will handle planning for the next Meet & Greet, scheduled on Oct 5<sup>th</sup> and will confirm with Committee Chairs at the next informal Chair meeting on January 16<sup>th</sup> (DM)
  - Design a Canva marketing post to recruit members for committees. Share the post on our social media platforms and other relevant channels.

**3.4. Review Monthly Condor Pricing:** Status update (SF)

**3.5. CINC Platform Decision:** Update on timeline, review migration progress, and discuss who will finalize the CINC decision. Identify any additional support needed for decision-making, given the near-completion of content migration. Address the 301 redirect (DM)

**3.6. Board Meeting Live Stream:** Review of protocols and storage measures. Confirming strategy and access for secure content management

#### 4. New Business

**4.1. New Member Packet:** Establishing branding standards, who is responsible for regular review and updates?

**4.2. Communications Position Update**

**Next Meeting: February 4th, 2025** – Consider rescheduling to February 5th or canceling the February meeting due to scheduling conflicts.

**ADJOURN**