Board-Owner Communication Committee meeting notes
9.13.2021
Present: Cheyne (Chair), Alice, Greg, Priscilla W., Priscilla S., Chloe (Outgoing Board Admin), Annabelle (Incoming Board Admin)
Absent: Linda

Committee Member Ideas & Observations:
The committee did not have any ideas or observations to share.

Notes Review and Action Items:
The committee discussed clarifying points for August discussion on the "Integrated Communications Plan." Changes were made to the meeting notes as instructed and the notes were accepted.

There was discussion about encouraging board members to attend the owner forum. Updates were made to the Co-op website for ease of access to information for owner-members.

Thanks Jessie:
Participating Owner Jessie Campbell has stepped down from the committee—thank you to her for her service on the committee! Updates were received from Outgoing Board Admin, Chloe, on advertising of the open committee seat.

Finalize Communications plan:
The previous plan draft has been updated to incorporate changes requested during the last Board meeting and reformat the document from a recommendation to a finalized plan.

The committee discussed the freshest draft of the "Board-Owner Communication Plan - In Progress" document. Cheyne briefly described edits and updates he made to the document following the Board's September meeting. Cheyne is going to make further changes to send out to BOCC for individual review.

Action Item: Cheyne will finalize the formatting of the plan and send out a copy to the committee.

Plan January Owner Forum:
In anticipation that the Board will approve the final Board-Owner Communication Plan and be holding an owner forum in January, the committee began planning the event details. (The Board will determine details like presentation content and questions for owners in attendance.)

Topic(s): TBA
Tentative Date: January 13th, 2022
Tentative Time: 5:30 – 8 p.m.
Hosting the event via Zoom link was agreed upon as the best way to attend.

Schedule next committee meeting:
The committee discussed shifting the schedule and meeting the third Tuesday of every month.
The committee will meet on Tuesday, October 19th from 6 - 7:30 p.m. via Zoom

Action Item: Cheyne will reach out to Linda to see if 6 p.m. works for the third Tuesday of the month

meeting.

DONE:

- Cheyne will reach out to Melinda to learn more about the logistics of NCG's expedited reviews of meetings.
- Cheyne will send an updated copy of the draft plan to the committee and to the Marketing Department for review before the August committee meeting.
- Cheyne will discuss this responsibility with the current Board secretary to learn more about their interest in this task.
- Chloe will make the discussed changes to the Board website and poster on the bulletin board.
- Cheyne will reach out to Thane to ask how other co-ops handle the confidentiality of monitoring reports.
- Cheyne will share the updated section on Board transparency of monitoring reports with the committee before the next Board meeting.