

Briar Chapel Homeowners' Association
Communications Committee
Tuesday, April 12th, 2022

Attendees: Bob Lijana, Mary O'Loughlin, Tony Durniak, John Hakel, Pam Reda, Jeremy Mayes, Erin Stevens, and Lois Sobel

Bob reported that Frontsteps has finally put all of the Resource Library content into a Google Drive account which Grant set up, and that AndiSites now has this information. This took a lot of back and forth with the vendor, unfortunately, and Section D is still missing (this contains all the committee minutes and charters). Jeremy is working on re-creating that section from files already on hand and contacting the committee Chairs for the documents.

Michael notes that we are going with the same pool reservation system as last year and Tyler has updated the information. Jeremy feels comfortable using this system and so does the staff. He and Tyler will meet this week to iron out all the details of the program. It will be uploaded to the website, and the link given to AndiSites.

Tony noted that there is still some work to be done with the directory and the migration of materials. He is suggesting that we use two "parallel" sites so that the old system can still be used while the new site is being finalized. After that, the old site would be turned off, and everything migrated to the original URL. Residents will have to log in and get a new password for the new site BriarChapelLife_New parallel site. After 2 weeks of the new site up, the integration will be complete. Tony discussed the steps needed to be taken to complete the transition of the directory information and make sure that it is able to be used by Kuester as well as residents. Some members of the website committee have looked at the site and gotten back to Bob.

John noted that we should start advertising the new site now, with a banner across the top of the current site, with additional "publicity campaign" ideas such as posters and podcasts. He wants to do it right with very professional conversations and displays. He also noted that Facebook would also be a good source for us to use. Constant Contact can be accessed by mobile phones therefore replacing the app that some wanted. Beta testing is very important as we have one chance to get it right and relevant. John will be working on the podcast. Also wants to do sessions at the clubhouse to introduce the website. We all want the website to be easily navigated, up to date and inviting.

The next Board meeting will be April 20th and Mary will take notes.

Our next meeting is currently planned for Tuesday April 26th.

Lois Sobel
Secretary