

**Briar Chapel Homeowners' Association**  
Communications Committee Meeting  
Tuesday, June 14th, 2022  
Submitted by Lois Sobel, Secretary

Attendees: Bob Lijana, Mary O'Loughlin, Pam Reda, Lois Sobel, Michael Cunningham, Erin Stevens.

Bob reported on the new website. He noted that there will be a training session this coming Friday with Bob, Pam, Mary, and Erika Kurtz (Stacey Donelan is also interested in helping, but cannot make this session). They will be learning how to use the site and be able to change information as needed and correct errors. Kate Bice has forwarded a potential volunteer, Laura Birdsong, as a person who knows WordPress. Bob will be speaking with her this week.

Bob stressed that each one of us needs to log into the website and note anything that needs to be changed. This will help in making the launch quicker.

Among the questions Bob has for AndiSites are: SiteGround and their ability to download and keep our files (AndiSites had told us at the very beginning that they could store our downloaded materials?), directory-uploading materials, being able to delete previous owners' information and input all the new owners (it is anticipated that now it takes a few hours, but once the townhouses are complete, it will be a full day's work- per Erin), and ensuring that pool requests are handled in the same way as currently done.

Grant has been most helpful in transferring some documentation and with equipment/software needs. Bob will add Erin, Liz and Michael to the list for AndiSites for permission to browse the site.

We also talked about finding ways to educate the community on navigating the new website, e.g., training materials, links on the new website, video/podcast.

Michael noted that there has been an upgrade to the audio equipment in the clubhouse which will give the Board the capacity to have meetings held in person and on Zoom. He was also complimented on his recruiting video for us. He also noted that the Board is investigating ways to make the meetings shorter and more concise, e.g., streamlining committee reports (maybe using the written updates only).

Lois reported regarding the results from the Strategic Planning meeting during which members of the committee met with the community at the Cafes. Communication was a big factor and an easy and effective BriarChapelLife site was wanted. They wanted this site to be used by the residents to ask questions and receive answers and to know what is going on in the community. There was some discussion of whether that special committee would want a special "button" on the website in order to share information with the community.

Next meeting will be Tuesday, July 5th, 2022 at 5PM.