

Communications Committee Report - meeting held on May 26, 2021

- Newsletter:
The next newsletter will come out in mid June. Work is in progress to develop FAQs and information regarding proposed Constitution and Bylaws combination.
- Walkerlake.com website continues to have consistent visitors/traffic.
- We tested asana, a free software program to be able to track tasks, votes, etc. While it seemed like a very helpful tool, there were security issues. We will not be using asana.
- Currently testing Slack. This will not replace emails, but will better organize the back-and-forth communications that occur with issues. Slack is secure and documents can be stored on the platform. As an example, directors would receive an email from the office directing them to a thread regarding a specific issue. They could comment on this issue and easily see who said what and when.
- Upgrading the communications equipment in the clubhouse. Brian Reynolds has purchased a camera and longer cords to connect the camera to the WLLA Chromebook. We will log into the computer as a guest, not under Kathy's account, and will use it to zoom our meetings. The camera has zoom and pan capabilities as well as a microphone. This will allow participants in the clubhouse to view and interact with board members the same way that participants at home do. We will need to train some volunteers to operate the camera and act as "host" during the meetings. The host will control screen sharing for documents as needed.
- ACTION ITEM – Motion to reimburse Brian Reynolds for the above purchase at \$152.81.

Camera Clamp Mount	\$15.73
High Speed HDMI Extension Cable	\$20.13
USBc Extension Cable and NexiGo 2K webcam	\$109.33
USBc adapter cable	<u>\$7.62</u>
	\$152.81