

**Communications Committee Meeting
December 12, 2008 5:00 – 6:00 PM**

Present: Bill Coste, Marion Coste, Lillian Funamora, Jenna Wong

Excused: Ann Lopez, Sharon Oshiro, Barbara Nomura, Betty Shimogawa, Linda Uchima

Topic under discussion: NECA website

After looking over the suggestions made at the November meeting and considering written input from Barbara Nomura and Lillian Funamora, the committee discussed website options and came up with the following categories, which would be buttons on the home page:

1. **Home** - Mission of the association
2. **About Us**
 - a. List of Board members with photos and committee affiliations
 - b. List of staff with photos and contact info when available/appropriate
 - c. Contact information:
 - i. Address
 - ii. Telephone
 - iii. Fax
 - iv. Email
 - d. Sub-association information
 - e. Goals of the association
3. **Activities and Events**
 - a. Clubs, classes, and special events
 - b. Schedule (monthly calendar with links forward and back)
4. **Board and Committees News**
 - a. Board minutes/actions
 - b. Committee reports
 - c. Contracts/ongoing projects
5. **Community Bulletin Board**
 - a. Messages from the President and General Manager
 - b. Notices of current events
 - c. Welcome new members (?)
 - d. Link to activities and event calendar
 - e. Special interest items
 - f. Neighborhood Watch alerts
6. **FAQ (Frequently-asked questions)**
7. **Newsletters -- back to one year**
8. **Rules and Guidelines**
 - a. Covenants
 - b. Fees
 - c. Recreation Center rules
 - d. Forms and applications (eventually)

Each page will carry NECA contact info and link back to the home page.

Items that need to be considered: a disclaimer, privacy issues, and the need for photo releases.

Committee Chair Bill Coste is going to encourage the Board to take immediate action to establish an Internet connection and network for all NECA computers, preferably using Wi-Fi technology. It would be a benefit to the community if the Recreation Center were a Wi-Fi zone available for members, particularly students, to use with their personal laptops.

Next Meeting: Wednesday, January 21, 6:00 PM