

NECA Communications Committee Meeting
March 10, 2009
Minutes

Present: Bill Coste, Marion Coste, Lillian Funamura, Diane Kazama, Barbara Nomura, Betty Shimogawa, Linda Uchima, Jenna Wong

Absent: Anne Lopez, Sharon Oshiro

Topic: NECA Web Site

A. Bill recommended that the committee accept Barbara's suggestion to change the "Community Bulletin Board" page to simply "Bulletin Board" to avoid repetition. The committee agreed.

B. Jenna reported she had received web page designs from Warren Kuamo and his students at Waianae High School. She is adapting the designs for our web site.

C. Diane announced that the Board has approved the web site outline the committee agreed upon at the February 2009 meeting.

D. Jenna says she can get the web pages up and running with at least minimal information by March 15. She will add more information as it becomes available. Priority order for the development of the web site pages is as follows:

1. Home Page
2. Bulletin Board
3. About Us
4. Board and Community News
5. Activities and Events
6. FAQ
7. Rules and Guidelines

E. The committee went through the list of web pages to determine how much information is available now, what still needs to be obtained, and who will be responsible for getting the information to Jenna, who will serve as webmaster.

1. Home Page:

a. Mission statement - Diane has arranged a full-day meeting on March 28, coordinated by retired school principal Diane Matsuoka, for participants to develop a mission statement. She hopes one or two members from each committee will attend. The resulting mission statement will need to be approved by the Board before it's posted on the web site.

b. Aerial photo is in hand. Marion will send the copy used in the newsletter to see if it will upload more quickly than the large JPEG file Jenna is now working with.

2. Bulletin Board

a. The Bulletin Board should be current and relevant. Items posted should not stay up long. The committee agreed that the web site will be updated weekly.

b. Anyone with an item of interest should send it to Jenna for posting.

c. Can we include information on roadwork and maintenance in the Newtown Area? Linda will check with Mark Takai's office.

d. Suggestions for items to be posted on the BB, in addition to the list in Bill's memo about Web Page Design:

1. Topics to be discussed at upcoming Board meetings
2. Security Watch notices or reports of break-ins, etc. Lillian will check to see if we can obtain police reports of incidents in the Newtown area.
3. Notices such as the fact that ping-pong tables are now set up and available in the party room.
4. Plea for volunteers for various events
5. Notices for special meetings and requests for participants, such as the Mission Statement meeting on March 28.

3. About Us

a. President's Message -- clarification: the message displayed on the About Us page will be a general message welcoming visitors to the web site and will not change on a regular basis. There will be a link to Don's monthly messages that are part of the BOD minutes. Diane will ask Don to write the welcome message.

b. BOD Members - Diane will get photos and bios to Jenna as soon as possible. The page can start up with just a listing of BOD members and contact information and be completed as info becomes available.

c. Staff Members -- Jenna has made arrangements to obtain this information

d. Sub-Association and General Information items are complete. Jenna will include information on NECA Committees and committee contact information.

4. Board and Community News

a. Diane will provide Board minutes after they have been approved. The minutes include the monthly President's Message and the treasurer's report. The archived minutes will go back to August 2008.

b. Bill suggested that Diane ask Committee chairs to send their minutes to Jenna (after approval by the Board) in a computer format (such as Word) that can be used on the website so that they do not have to be scanned or re-typed.

c. Information on contracts and proposals will have to come from the General Manager and/or the Building and Grounds Committee. We would like to post pending Requests for Proposals to facilitate businesses in our community taking part in the contract process.

d. Jenna has the PDFs for the past three issues of the *Newtown Reporter*.

5. Activities and Events

a. Jenna is having difficulty formatting a monthly calendar with hyperlinks to activities. For the startup web site, she will create a calendar without hyperlinks and add them later. Page will include current month's calendar and next month's calendar.

b. Jenna and Wendell Oi will prepare the information on classes, activities, etc.

6. FAQ

a. Staff, including the General Manager, will brainstorm a list of often-asked questions with responses and forward them to Jenna.

b. Board members will also generate a list of frequently-asked questions.

c. Other sources of questions: suggestion box, and questions asked during the homeowners' forum at monthly Board meetings.

d. Continue to feed Jenna any questions/responses appropriate for the FAQ page as they come up.

7. Rules and Guidelines

a. MDCCR and By-Laws -- Anne was going to check with Mike Dwyer to see if he has clean copies that could be posted on the web site. Jenna will follow up.

b. Fees -- Jenna will post the list of fees

c. Forms -- these will be included at a later date

d. Covenants -- check with Melodie to see if there are special notices or items she would like posted or highlighted besides the document itself.

F. Diane informed the committee that Lynn Park will not be working with them because she is not able to make the 5:30 PM meetings due to work commitments.

G. Next Meeting: Tuesday, April 7, at 5:30 PM.

Topic: *Newtown Reporter*

- What articles must be included in each issue?
- Which do not need to be in every issue?
- What types of articles would make the *Reporter* more interesting? (Suggestions include Letters to the Editor and articles about pets)
- Who will take over the *Reporter* after August, and how can we encourage participation and input from a variety of sources?

Topic: Communications with the Board of Directors and association staff.

- The committee needs a volunteer to determine what procedures are now in place and describe them to the committee. If there's a volunteer prior to the next meeting, this information can be included. If you wish to volunteer, please contact the committee chair.