

RAP Communications Committee Meeting – July 14, 2025

Meeting called to order at 7:10 by Todd Welsh

Attendees: Todd Welsh, Jane Merritt, Setta Jacobs, Bill McDowell, Charles Jones, Lucy Hornstein, Pat McCann, Ruth Chillemi, Arlene Smith, Rich Houghton, James Young

Topics of Discussion:

1. Consideration of a Photo Directory
2. Assumption of duties formerly performed by Donna Smith

Photo Directory:

- Objective - Discuss the pros and cons of developing and offering a photo directory to the RAP community. The committee will resolve a position on this topic before adjourning the meeting.
- Positive and negative comments and observations – why create a Photo Directory?
 - There are 350 homes in the community, and neighbors often do not know all of their neighbors.
 - A Photo Directory would be costly and hard to maintain.
 - Who is the intended audience, and how will it be controlled?
 - How will a Photo Directory benefit the community?
- Scope/Format
 - The Directory could be organized by house numbers. This method of identification is already in place.
 - Would the Directory be digital only, or digital and printed?
 - What information would be included?
 - Name, contact information, roles, etc.
- Technical Considerations
 - Directory access and privacy considerations
 - Will participation be voluntary?
 - Possible platforms?
 - WordPress, Plugins, third-party tools.
 - Is JPEG the best format for this project?

- Photography options:
 - Self-submitted vs scheduled photo sessions
- Could we click on a photo and be “directed” to the individual’s file?
- Roles/Responsibilities for Development
 - If the project proceeds, we need to assign:
 - Project coordinator
 - Photographer
 - Editor/Designer
 - Technical Support Expert
- Timeline
 - This project will not proceed further until it is approved by the Board
- Budget/Resources
 - Initial observation is that no funding is needed to proceed with development
- Action Items
 - Board approval
 - Set date/time for planning meeting
- Resolution
 - The Communications Committee voted unanimously to approve the concept of the Photo Directory and proceed, pending approval from the Board of the committee’s recommendation.

Assumption of “Good Neighbor” Responsibilities Previously Performed by Donna Smith

- Donna Smith provided numerous services and tasks to our community. The tasks will be undertaken by other people from the Communications Committee who are familiar with and have worked with Donna in the past.
 - Directory data acquisition.
 - Arlene Smith has undertaken the revision of new resident data forms with the goal of converting it from MS Word to an Excel flat file platform
 - Arlene is revising the new resident forms, but it is believed the conversion actually refers to the “special dates” file.

- Todd Welsh will provide technical assistance as required for this task
 - Are new residents being contacted by multiple people to collect disparate data?
 - I.E., Jeff collecting data for things like key cards and gate access and others collecting other data
 - Discussion of improvements to the New Resident education and induction forms and procedures ensued.
 - This should include instruction in the utilization and benefits of the RAP website
 - Arlene will undertake the composition of “Sad News” posts.
 - How is this information “collected”?
 - “Driver Services” data is currently administered by Meg Aument. How is this information gathered, maintained, and distributed?
- Miscellaneous Action
 - Lucy Hornstein suggested that the wording for the “add/modify/delete” clause on the RAP website, which includes people’s data in the current directory, be modified. Lucy will work with Todd on the wording of the proposed modification.

Adjournment:

- Meeting adjourned at 8:04 by Todd Welsh