

**Turtle Rock Community Association**  
Communications Committee Meeting Minutes

*Approved*  
July 16, 2018  
TRCC, 4:00pm

Committee Chair Jim Cerny called the meeting to order at 4:00 pm

In attendance were Judy Bentz, David Tarlton, and Patricia Tarlton. Russ Gill and Kathrin Harris were unable to attend.

Newsletter update:

- Jim and Judy met on July 9 to discuss progress of the newsletter input and layout. Judy has pulled together all the sources for articles and created a nine-page Publisher file. Our sincere thanks to Judy for all her hard work gathering articles, formatting, and organizing the entire newsletter! The draft newsletter is now given to Ms. Charlotte Jones of Turtle Rock for proofing.
- David will work with Ed Olson to discuss and decide how to make the newsletters available on the TR website. Of concern is that some content of the newsletter should be private – for TR residents only. Our suggestion is to change the TR website "main menu bar" to replace the "Community Association" link with a "For Residents Only" menu link. When clicked on, the user would immediately be given a "login" screen requesting a password. (Other private items on the TR website may also be placed within this "For Residents Only" link). All newsletters may be kept here within the "password required" area.
- On or about August 1, an email will be sent to all TR residents for whom there is an email address on record. The email will have the newsletter attached. We ask that Ed to note any "un-deliverable" addresses so that we can call and contact those residents to correct their address. The email will also say how to access the issue on the website (see item #3 above).
- A "sandwich board" poster will be prepared to place at the entrances announcing the issue on August 1. David, Ed, and Russ are to work on the poster for the board.

Future Issues of newsletter:

- When requesting articles and contributions to future newsletters, we will ask for text to be in MS Word or other common text format and for all *non-text* items, such as photos, logos, and charts, to be in a ".jpg" format. Any text within a .jpg file cannot be edited.
- Questions and comments about the newsletter may be directed to Jim Cerny or Judy Bentz.

Email address collection:

Judy has provided additional email addresses to add to the data base.

The next committee meeting will be on Monday, July 30, at 4 p.m. to 5p.m. in the Community Center. Please notify/reply-all if you can NOT attend that meeting.

The meeting adjourned at 5:00pm.

Minutes were drafted per notes from Jim. Respectfully submitted,

Kathrin Harris  
Secretary