

HOP Communications Meeting Minutes
Monday, April 12, 2010

Committee Members in Attendance: Gayle Fasiska, Suzette Lomasney, Marsha Bitgood, Chairman
CDD Liaison: Earl Bell

The Communications Committee meeting was held in the Heritage Oak Park Library and called to order at 1:00PM.

Oak Leaf

The committee reviewed the existing Mission Statement and Guidelines which were scripted a few years ago. Revisions and additions were made to ensure clarity. It was decided the Mission Statement should be published each month in the Oak Leaf as a reference for those individuals wishing to submit articles or information for print. The Guidelines will be published annually. Both the Mission Statement and Guidelines will be published in the May 2010 edition of the Oak Leaf as a reminder and will be permanently placed on the HOP website as an ongoing reference.

Welcome Package

Gayle continues to work on updating the contents and documents of the existing package. There are a few pieces of information she is waiting for. Upon completion, the package will be submitted to the CDD Board for approval of the HOP Logo prior to publishing.

Census

Marsha asked Suzette for assistance on the project's process development. They will meet within the next few weeks to go over it. Trials will be set up prior to full roll out. The Red Dot program was brought up and may be utilized within the Census activity. Marsha will contact Peg Lukin for information.

Next meeting: Monday, May 3rd at 1:00pm in the HOP Lodge (**Please note date change**)

The meeting adjourned at 2:10pm.

Respectfully submitted: Marsha Bitgood