

HOP Communications Meeting Minutes
Monday July 12, 2010

Committee Members in Attendance: Gayle Fasiska, Suzette Lomasney, Phyllis Maloney, Marsha Bitgood, Chairman

The Communications Committee meeting was held in the Heritage Oak Park Lodge and called to order at 1PM. A motion was made by Gayle Fasiska to accept the June 21, 2010 meeting minutes. Suzette Lomasney seconded the motion. The minutes were unanimously accepted.

Telephone Directory

The post cards were sent out to all HOP owners. Responses have been received via the form in the Oak Leaf, the HOP website, Option 7 on the main telephone number (941-235-3566) and direct mailings. Approximately 300 responses have been received thus far. There are approximately 200 outstanding responses. The next steps are to begin calling those residents who were listed in the last directory but still have not responded. Gayle provided updated working copies of the new directory as a base to work from. These copies were distributed among the committee members who will make the calls within the next two weeks as the goal is to meet the July 31st deadline. After the calls are completed, final proof reading will begin. It is our intent to reach as many residents as possible to have a complete directory for this first publication. Hopefully, the completed directory will be presented at the August HOPCA meeting for the Board's approval. If all goes according to schedule, directory distribution can be ready for early September. Final cost figures will determine the price of what the charge will be for each directory booklet.

Oak Leaf

Gayle asked if someone would take pictures of new residents/and complete an information form at the Wednesday Coffee Social. This is for publication in the Oak Leaf. Phyllis and Marsha volunteered to assist when they are able to.

Welcome Package

The Welcome Package is still in review by each of the HOPCA Board members. We are awaiting final approval and updates from the Board prior to proceeding.

Welcoming Committee

We will establish the Welcoming Committee to be ready for the Welcome Package roll out. It was decided the Committee members will begin working on the process and procedures, guidelines and structure at the next monthly meeting in August.

Next meeting: Monday, August 9, 2010 at 1PM in the HOP Lodge

The meeting adjourned at 2:30PM.

Respectfully submitted,

Marsha Bitgood