

# Glastonbury Landowners Association

## Communications and Technology Committee

### Meeting Minutes

May 25, 2016

Confidential – Do Not Copy or Post

#### Attendees:

Board Members; Mark Seaver Co-chair, Dennis Riley Co-chair, Charlotte Mizzi, Dan Kehoe

Landowners; Leo and Dorothy Keeler, Donna Lash-Anderson, Claudette Dickers, Ia Williams, Regina Wunsch, Wendy Riley

#### Agenda:

- 1.) Redo of Website
- 2.) How much information to redact on Project Review posts
- 3.) Clearing the backlog of complaints and document requests

The following lists agenda topics, discussion and input:

#### 1.) Redo of Website

Reviewed ideas for revised website

Positive feedback on calendar being on home page

Need to ensure font is legible against the background

Should have committee meeting minutes posted

Remove the survey

Place legal material either deeper or remove

Board of Directors is valuable and each director's term should be stated

Communicate on the current website that a new website is under construction

Move Policies to the Governing Documents section

Tie standards to project review

Rename "Current Landowners" to perhaps "Landowner Resources"

Suggest picture or GLA logo on top, then menu  
Reorder Building Projects over Governing Docs  
Name a section GLA Business  
Include archive section  
New Landowner vs Prospective Landowners  
Association Updates, but seems nebulous  
Possible link to Cadastral  
Need updated maps (from Gerald Dubiel)  
Bing maps, Google maps or Mapquest  
Remove Careers section, revisit VoiceNation options  
How to invite people to participate via the website- for concerns, discussion would require a lot of work to moderate  
Should have a hot-link to GLA info email; consider using Java script  
Look into making website mobile friendly  
Look at changing web host in the future

2.) Redacting information from Project Review Posts

Remove names, addresses and phone numbers  
Leave parcel number  
Ask the admin assistant to perform this task

3.) Clearing the backlog of Complaints and Document requests

Still 40 or more to be handled  
The Email tracking spreadsheet has not been used very well  
Many complaints/requests are being answered quickly  
Recommendation to sign emails such as, "From Dennis Riley, on behalf of the Communications Committee"  
The Board needs to tag someone with the responsibility to respond, especially with complex issues

Other: Mark - Please send Charlotte the link to the Email tracking spreadsheet