

Glastonbury Landowners, Inc.
Communications Committee Meeting Minutes
August 30, 2015

Committee Members Present: Robert Branson (Chair), Dan Kehoe and Ross Brunson.
Also attending: Pouwel Gelderloos, board member, and Alyssa Allen, Secretary; landowners: Donna Lash-Andersen and one anonymous listener.

The meeting was called to order at 7:00 pm via conference phone service.

Areas of discussion included the following:

1. Annual Meeting preparations and procedure/timeline/responsibilities update

- The committee discussed the nomination mailing for board candidate applications, the schedule/timeline and who/how to accomplish the actions: Alyssa and Karleen will help with administrative duties, and Charlene Murphy had agreed to coordinate volunteers for the mailing. Pouwel, Election Committee chair, reported to the committee about progress to date.

2. E-mail Opt-in Form

- Legal counsel has looked over and approved the form/wording, which was the final approval needed prior to sending to landowners. It was agreed that this would go out in the same mailing as the nomination mailing, and a cover letter was needed to explain its purpose along with validation codes to establish authentication.

Action item: Robert B. – Write cover letter by 9-2-15.

Action item: Ross – Create/send validation identifiers.

Action item: Dan – Set up MailChimp to function as the e-mail notification program.

3. Ticketing system update

- Ross reported the results of the trial testing of the Freshdesk ticketing system over the previous week.

Action item: Ross will train Karleen on how to work with the program, and work out glitches.

4. Pouwel's proposal

- Pouwel introduced his concerns about the upcoming election, and whether or not a proposal he planned to introduce would affect the nomination mailing. It was discussed and agreed that the current nomination mailing would need to proceed as planned because

- we needed to meet our mandated timelines,
- the proposal would not be prevented if the mailing went out, and
- delay was not an option the committee was able to make as the proposal, and its merits, were beyond the scope of the committee's jurisdiction.

5. Meeting Reporting by "GLFPC"

- Ross confirmed the desirability of landowner involvement in GLA meetings, and expressed concern about the importance of being factual and constructive in GLFPC summaries, and asked Donna Lash-Andersen (representing the GLFPC) if she would be willing to give the Committee an opportunity to review the information for accuracy prior to it being posted. Donna agreed, and Ross clarified that she could submit her summary to Robert Branson when it was ready.