



Palomar Mountain Planning Organization Communications Sub Committee

Minutes of the PMPO Communications Sub Committee Meeting – 6/12/09

Attendees: Bonnie Phelps, Terri Bailey, Mike Pique, Susan Humason and Mike Chesney
Absent: Robert O'Neill (Bob),

The second PMPO Communications Sub Committee meeting was conducted via Conference Call on 6/12, from 9am to 10am.

No vote on the 5/29/09 Minutes was taken, this will be taken at the next meeting on 6/26

Review of Open Discussion Items

Mike reported out that his conversation with Glenn had resulted in

- Agreement that the PMPO Communications Sub Committee will conduct closed meeting, as the Charter was internal to the PMPO, and not a broadly based as other committees such as the PAC.
- Agreed the level of detail in the Meeting Agenda's include a short summary of the Agenda Items, outlining the Proposal and Recommendation for non ordinary business

Terri reported that she has sourced materials for a "vibrant & noticeable" area on the Fire Safety Council Notice Board for future announcements; she will let the group know when they have made the updates

Susan suggested that, once the Quarterly Meeting date are locked, we should post them and the Board Members Contact details to the General Store Notice Board, the Fire Safety Council Notice Board & on the Community Events Calendar on the PMPO Web Site

Terri and Susan discussed the pro's and con's of Advertising on the Mountain News. They are going to get together to develop a streamlined process and format for Advertisement content

Action Items Follow-up

1. Current Communications Processes

Mike reviewed the current process for Announcing Meeting and Communicating Minutes.

The group feels that the current Announcement communications are adequate, but would like to see some changes to the Communication of the Minutes.



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Click here for the Processes >>>

Recommendations

- Minutes drafted and communicated to PMPO Board within 2 week of the meeting
- Tracey Chesney has volunteered to help Mike P with the Documentation
- All Board members commit to review and comment to Draft minutes within 1 week of the Draft being sent to them
- Once Draft Minutes are reviewed and "agreed" by the PMPO Board they are published to the community via:
 - The Bonnie E-Mail Distribution
 - The Web Sites
 - The General Store Notice Board



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2. How do we help Mike P and Bonnie with their workload

Bonnie outlined that much of her “Busy” time is spent reformatting messages for the Mountain News. Group agreed to remind the PMPO Board to submit message is plain text, with no graphics
Mike volunteered to update the Community Events Calendar on the PMPO Web Site

Next Steps/Action Items

1. Discuss Web Site usage and Ownership (Group)
2. Develop a streamlined process and format for Advertisement content (Terri & Susan)
3. Draft a process to manage submitting Items to the Agenda and managing Agenda Items from the floor during meetings
4. Draft a process to address concerns that are brought to Board Members by the Public and a method to escalate them
5. Mike to touch-base with Jim Hamerly regarding Web Site Updates

Agenda for Next Meeting

- Review Open Items from Last Meeting (Mike)
- Discuss Web Site usage and Ownership
- Review Other Communications Processes (Newsletter, Sub Committee)
- Assign Owners to Next Steps