**Marketing and Communication: December 10, 2020 Minutes**

Members Present: Ami Nickel, Kristen Neu, Stephanie Hantman, Mark Kempner

Proposed New Members: Dana Taboadela, Brett Nickel

Guest Attendee: Lauren Sciuto, WML Webmaster

This meeting was called to order on Thursday, December 10, 2020 at 7:04 p.m. on Zoom

Old Business

WMLCC Website

* + Reviewed goals of site: having a place where CC rentals are separate and not buried within POA info; having a modern site with current images; creating a static site where minimal maintenance is needed; pulling CC rental info from POA site, but still linking the sites to each other
	+ We have sought out volunteers to help build the site, but have not yet found anyone
	+ Lauren is able to assist with creating the site and providing us professional photographs from rentals; she will work with Nickel Artistic Design who will offer their services to build the site in exchange for advertising that they had designed the site; Lauren will be available to consult on any questions with regards to the new site

New Business

WMLPOA Website

* + Lauren to assist in looking into costs of a POA portal for residents, where each resident has a unique log in; our current services may have the ability to upgrade to this feature; committee interested in looking into preliminary research to assess feasibility of this benefit for our residents

2020-2021 agenda

* Lion’s Club Phonebook- No longer being published; can we create a virtual version?
* Official Facebook page- Often questions by residents go unanswered
* Committee Minutes- Commonly delayed, don’t follow required format per Admin Guidelines, topics covered at meetings have been excluded from minutes
	+ Legal and Bylaws is also looking at updating Section C of the guidelines
	+ It was made clear by the committee that discussion covered at meetings should NOT be excluded in the minutes, specifically if they are excluded on the basis that the resident is not formally a committee member with the right to vote at that committee; community member concerns should ALWAYS be respected and included in the minutes

The meeting was officially adjourned at 8:00 pm.

Minutes written by Kristen & Ami, Chairs and approved by Mark, OIC