



Palomar Mountain Planning Organization Communications Sub Committee

Notes from the PMPO Communications Sub Committee Meeting – 5/29/09

Thank you all for taking the time today to attend the first meeting of the PMPO Communications Sub Committee.

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

The purpose of the PMPO Communications sub committee is to evaluate current communication processes, determine the efficiency of those processes, recommend areas for improvement and implement necessary changes.

Topics Covered

Current Communications process

The group discussed the current communication steps and agreed the following process is in place

Meeting Announcements process

- The Quarterly and AGM Meeting Dates are tentatively agreed at the Board Meeting after the AGM, and solidified at the next meeting
- 2 weeks prior to a meeting, the Glenn sends a Reminder and an Agenda to the Board Members (via e-mail & US Mail)
- Public Notification
 - Bonnie sends the Announcement to her e-mail Subscription Group (~600 Addresses)
 - Bruce posts the Announcement to the General Store/Restaurant Notice Board and the Post Office Notice Board
 - Sometimes the Announcement is posted on the Fire Safety Council Notice Board, at the Yoga Center and /or the Observatory
 - The Meetings are also posted to the Palomar Mountain Community Calendar website <http://my.calendars.net/palomarmountain> and the News and Upcoming Events section on the PMPO Website <http://www.mypalomarmountain.com/pmpo/>

Meeting Minutes process

- The Draft Minutes of Quarterly and AGM Meetings are published approximately 1 week prior to the next meeting by Mike Pique
- They are:
 - e-mailed to the Board for review
 - posted to the PMPO Website <http://www.mypalomarmountain.com/pmpo/>
- The minutes are voted on at the next meeting
- Updates made based on feedback from the meeting
- Final Minutes are posted to PMPO Website, however due to time constraints this is sometime a lengthy process

Open Discussion Items

1. Bonnie informed the committee she has compiled 70 pages of e-mails archives. These are available to anyone who wishes to view them
2. Discussed the role of PMPO Sub Committees, Mike C suggested these are working groups and not public forums, need to confirm this with PMPO Board
3. Discussed the level of detail in the Meeting Agenda's. Bob suggested including a short summary of the Agenda Items, outlining the Proposal and Recommendation
4. Discussed the process and timing to get Items on the Agenda and how to control Agenda Items from the Floor during Meetings



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- Bob suggested breaking the agenda into Regular Business and New Business. Any items not on the agenda can be included from the floor with a 2/3's agreement from the Board
- 5. Terri asked for guidance on how to address concerns that are brought to her by the Public and how to escalate those concerns. Mike C suggested developing a process to channel those concerns to the Board
- 6. Bob acknowledged and highlighted the huge amount of work Mike P and Bonnie put into PMPO Communications, and suggested a future conversation to get them help
- 7. Terri offered to create a "vibrant & noticeable" area on the Fire Safety Council Notice Board for future announcements

Next Steps

1. Review the Current Communications process, and recommend improvements to the Sub Committee (Mike C (Due 6/5))
2. Draft a process and recommend the level of detail for Agenda's
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

Recommendations

1. Update the Fire Safety Council Notice Board for future announcements (Terri)
2. Create a list of Board Member Names and Contact Details for the Community

Agenda for Next Meeting

- Review Open Items from Last Meeting (Mike)
- Review of Current Communications process and recommended improvements (Mike)
- How do we help Mike P and Bonnie with their workload
- Review Other Communications Processes (Newsletter, Sub Committee, Websites)
- Assign Owners to Next Steps