



PMPO Communications Committee Report to the PMPO Board - 8/22/09

Members: Mike Chesney, Robert O'Neill (Bob), Terri Bailey & Bonnie Phelps.

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.

Communications Process Review

Overview	<p>The group reviewed the Meeting Announcements process & the Meeting Minutes process.</p> <p>The group agreed that the Meeting Announcement Process was adequate and should continue, with the inclusion of utilization of the Fire Safety Notice Board</p> <p>The group decomposed, reviewed and developed recommendations to the process to draft and communicate minutes of PMPO meetings</p>
Recommendations	<ol style="list-style-type: none">1. Include the Fire Safety Notice Board as a tool to communicate PMPO Activities2. Implement changes to the Meeting Minutes Process<ol style="list-style-type: none">a. Minutes should be drafted and communicated to PMPO Board within 2 weeks of the meetingb. All Board members commit to review and comment on Draft minutes within 1 week of the Draft being sent to themc. Once Draft Minutes are reviewed and "agreed" by the PMPO Board they are published to the community via:<ol style="list-style-type: none">i. The E-Mail Distributionii. The Web Sitesiii. The Notice Boards
Next Steps	<ol style="list-style-type: none">1. Update the Current By-Law to Reflect these recommendations

PMPO Tools

Overview	<p>The group discussed the current Tools which the PMPO utilize to communicate to the community and store PMPO property, i.e. Web Sites, Distribution Lists and Document Archives.</p> <p>We have been working to define an environment where the PMPO intellectual property and tools are controlled and managed by the PMPO as an entity and no individual person.</p> <p>Key Activities</p> <p>We have been looking for a new web Address which represents the PMPO.</p> <p>We have been working to develop a PMPO Specific E-Mail Distribution List</p> <p>We have started talks with www.palomarproperties.com to lease server space.</p>
Recommendations	<ol style="list-style-type: none">1. Purchase www.PMPOInfo.com as the PMPO official web Address (cost ~ \$150 for 10 years)2. Proceed with contract negotiations with www.palomarproperties.com to secure a Hosting arrangement3. Implement and promote the PMPO Specific E-Mail Distribution List
Next Steps	<ol style="list-style-type: none">1. Proceed with Recommendations

Article IX – Committees

Overview	<p>The group review and redrafted the current Article IX By-Law</p> <p>This will be discussed as the next agenda topic of this PMPO Meeting</p>
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