

ARTICLE V. COMMUNICATIONS COMMITTEE

Amended July 30, 2010

Approved August 10, 2010

A. Authority and Jurisdiction

The board of directors, acting under CC&R Article V. Section I (g) and Bylaws Article VI. Section 15, established the communications committee on July 18, 1989. The KPOA Board delegated the responsibility for managing KPOA matters relating to communications and accomplishing its communications goals to this committee.

B. Committee Mission

1. To encourage, promote, and facilitate open communication among the membership of the Kala Point Owners' Association.
2. To disseminate to members of KPOA such information as the board of directors may specify that is not distributed by other persons or groups.
3. To integrate the committee's activities with the efforts of other association committees that put particular emphasis upon communication with the wider membership.
4. To address ways in which open communication may be improved and expanded beyond its present limits, including electronic communication.

C. Committee Organization and Reporting

The committee shall be reorganized and elect its chair annually following the KPOA Annual Meeting in July. The committee shall be composed of a chair, a vice chair, a secretary and two or more members, in addition to two board directors. The committee shall meet at least quarterly. Its chair or delegated secretary shall:

1. Maintain a list of current members and officers with approved changes being forwarded to the office manager.
2. Keep regular written minutes of committee meetings, and
3. Submit a copy of the minutes to the board prior to its regular monthly meeting.

D. Committee Objectives

The committee shall be responsible for developing and updating its own objectives with board approval. Ongoing objectives include the following:

1. Review and edit new neighbor packets as necessary for distribution to new Kala Point residents. Review and edit KPOA Owner's Manual and "Frequently Asked Questions" (FAQs).
2. Advise the board on matters relating to communications and perform other communication tasks as requested by the board.
3. Facilitate communications between committees and the KPOA Board.
4. Promote close cooperation and coordination among all Kala Point committees and residents in matters of communication.
6. Plan and conduct Town Hall Meetings when appropriate.

APP V-1
COMMUNICATIONS COMMITTEE ACTION PLAN
Amended July 30, 2010
Approved August 10, 2010

2010-2011 Committee Members

Normandie Anderson, member	385-5129	herphandpickle@q.com
Tony Costa, chair	385-7514	ascosta@cablespeed.com
Nancy Leeds, secretary & board rep	385-6109	nancyleeds@msn.com
Julia McClure	379-3628	dmclure@olypen.com

Action Plan 2010-2011 Action Plan

1. Elect committee chair and secretary and provide committee roster to administrative assistant.
2. Fill committee membership vacancies.
3. Review regular meeting time and place.
4. Submit committee minutes to the KPOA Board and meeting briefs to Publications Committee.
5. Review Article V Communications Committee, including mission statement, and APP V-I Communications Committee Membership & Action Plan.
6. Maintain liaison with Publications Committee.
7. Review, revise and streamline as required the following resident resources:
 - KPOA Owner's Manual
 - Newcomer's packet, including various forms in packet.
 - FAQs
 - Pursue adding "Where a Neighbor's Wave Welcomes You Home" to the Kala Point Sign on Prospect Ave and Hwy 19.
8. Plan and facilitate annual joint committee meeting for KPOA committee chairs, board of directors and KPOA staff to discuss issues common to all committees.
9. Plan and conduct town hall meetings when appropriate.
10. Encourage, promote, and facilitate open communications among membership of the Kala Point Owners' Association and the board of directors.

Meetings are held as necessary but at least quarterly in January, April, July and October at 10 am on the first Tuesday at the KPOA Office.