BOCA WEST
MASTER ASSOCIATION

COMMUNICATIONS COMMITTEE MEETING
Thursday, July 6, 2023 2:00 P.M.

Minutes

In attendance: Ed Locker, Chair, Liz Rome, Len Rashkin, Gary Nath and Carol Goldberg, Susan Kantor, Barry Roberts, Maury Rogoff and Judy Romanow. Michael Eustace, Executive Director, and Alyssa Martinez, Executive Assistant, were also in attendance.

Mr. Locker called the meeting to order at 2:00 P.M. and established a quorum. The June 8, 2023 meeting minutes were approved as written.

Committee Chair Overview
Mr. Locker thanked the Committee for their contribution and dedication to the success of the Welcome Book project. He reviewed the timeline to completion. The Committee may need to meet twice a month to complete the project.

New Resident Orientation/Welcome Packet
The Committee discussed the Welcome Book and shared ideas. The Committee decided to do one more revision before sending it to EuroGraphics. There will still be time to review the proof prior to the next meeting.

Committee Suggestions (but not approved):

- Encourage residents to use the website; topics can reference the website for more information.
- Combine Safety and Security and Gate Access
- Committee members can submit photos to Mrs. Martinez for the graphics company to use. Photos should be in the highest resolution possible.
- Suggested dated information to be an insert:
    - Hotwire
    - Staff Biographies
    - BWMA Board of Directors
    - ADT
    - Hurricane Outlook
    - Fining Schedule
    - Architectural Control Guidelines

Mr. Eustace reported that he is working with Cobalt and Island Digital, an outside firm, to upgrade the website.

The next project will be to prepare the next quarterly Outlook newsletter.

Adjournment
With no further business to discuss, the meeting was adjourned at 2:41 P.M.

Next Meeting Date: Monday, August 14, 2023 @ 2:00 PM

Respectfully submitted,

Steve Jonas, Chair

10/18/23
Date