

HOLIDAY PARK PARK & RECREATION DISTRICT  
COMMUNICATIONS COMMITTEE MEETING  
NOVEMBER 11, 2024

Called to Order by Trustee Rick Haggard at 10:02 a.m.

Committee Members Present: Rick Haggard, Nancy Seelow

Consultants Present: Kim Branch, Kim Jacobs via phone

Reviewed meeting notes from 4/29/24 – Approved

1. Streaming Meetings discussed

- Discussed the process for remote access for Trustees into the meetings. Still working on this process and will need to test it as well.

2. Equipment / Instructions discussed

- New surge protector and monitor - No longer need to purchase, these items were donated.
- Need power adapter for webcam – Kim B. will research what we need
- Big Fish IT support discussed, should we change companies? Kim B. will check with her church to see who they are using for IT support.
  - o What are our needs?
  - o What are our options?

3. Website discussed

- Nancy will email approved 4/29/24 meeting notes to Kim J. to post on website
- Office 365, Kate's email account is still active because HP SharePoint site assigned to that account.
  - o Need to change this to a group not individual name and remove old email account.

4. Written Procedures discussed

- Committee Application/Resignation form discussed – Thank you to Sandy Hopkins for creating this form.
  - o Discussed Fine Committee Chair - No Trustee chair for that committee, change form to reflect this. Rick will discuss with Shawn to see why that committee does not have a Trustee chair.
- User guide for streaming meetings discussed – Kim J. will work on these
  - o Whittle down to 10 items of less
  - o Also need HP instruction guide