



## IRONBRIDGE PROPERTY OWNERS ASSOCIATION

### MEETING MINUTES FROM THE ENGAGEMENT AND COMMUNICATIONS COMMITTEE MEETING

**When:** Wednesday, January 4, 2023 at 5:00 pm

**Where:** The Club

#### Meeting Minute Notes

**Call to Order:** Called at 5:03. Those present were Zac Averil, Jamie Dooley, Barbara New and Rhonda Sageser

#### **Old/Unfinished Business:**

- Welcome Basket: Discuss how to be notified when new neighbors move in and if any new items from local businesses. Rhonda to get a few GC from White House Pizza and \$100 GC from the Club for Dinner. How to help Danielle deliver and also talked about why Contact Form needed.
- Newsletter: Discuss next month's edition and any changes we should make to mix up any of the sections to not repeat material.
- Website: Discuss any issues or changes. Want Member Portal Members Names alphabetized. Zac is going to check on this. Jamie suggested a door to door flyer about signing up. We felt we will wait for now and try and get work out but keep in mind if needed.
- Directory: Continuing to figure out how to create a directory and discussed if needed. Need better contact information when they move in to be complete. Ask what happened to those who opted in to the Directory in 2022. We need to see how many join the Member Portal and list contact information.
- Social Gatherings: First one is Jan 6<sup>th</sup> 4:00-6:00. Discussed the flyers to have around the room about New Website and Newsletter and making sure you are receiving it and how to sign up. To have a sign-up sheet at the front door for new residents. We may feature them and know their contact info for approval plus a Welcome Tote if building. We discussed having our next mixer this summer for happy hour at the pool.

- Meeting with the Club Update on Marketing: Discuss with Cal what they might do for 1/6 and GC. To not have their Welcome folder in our POA Welcome Tote but just have a \$100 GC!

**New Business:**

- Discussed Submission Contact Form and how it would help – working on the process

**Action Items:**

- Continue the Monthly Newsletter to submit content to Roz by the 20<sup>th</sup> of each month for your section(s).

**Adjourn:** Adjourned at 6:00