DAYTON VALLEY
COMMUNITY ASSOCIATION

Newsletter & Website Committee Meeting
Day/Time: Nov 3, 2022

AGENDA SUMMARY

Regular Committee Meeting - _____ _____ Time 10am

1. Call to Order Attendance: Sandy Mass, Earlene Jackowitz, Leandra Carr, Katie Mitchell
2. Elect Chair of Committee: Committee decided not to have a chair. K. Mitchell will continue to coordinate the meetings and agendas for the committee.
3. New Business
    - Discuss Newsletter and Website Committee Charter/ Tasks
        - Committee accepted Charter
    - Monthly Newsletter Co-Editor/Editing Process & November Issue
        - Sandy was assigned to November Newsletter as Co-editor
    - Discuss Website UX & how to coordinate with IT Infrastructure
        - Printable Parking Passes
        - Follow up on Parking Procedure and Policy
3. Review of Action Item List
   - Leandra- Parking Pass Info
   - Sandy will co-edit November Newsletter w/ Leandra (Katie is out of town)
5. Adjournment