

HOLIDAY PARK PARK & RECREATION DISTRICT
COMMUNICATIONS COMMITTEE MEETING
APRIL 29, 2024

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

Committee Members Present: Rick Haggard, Nancy Seelow

Consultants Present: Kim Jacobs

Reviewed meeting notes from 4/22/24 – Approved

1. Streaming Meetings discussed
 - Create as public to publish
 - Archiving discussed, after one year mark as unlisted

2. Equipment / Instructions discussed
 - Rick has requested a new surge protector strip
 - New monitor needed, can get a 24” HDMI 1080p 100hz for \$80 on Amazon, Rick will request before September workshop
 - System backup discussed, not currently being done – need 256-500Mb passport drive so we can back up as necessary
 - Original laptop that communications was using quit, was given to Big Fish to see if they could restore and never got this back from them – Kim J. will check on this
 - Nancy and Kim B. will make plans to meet before September workshop to setup equipment and verify everything is working correctly

3. Website discussed
 - Kim J. will post 4/22/24 meeting notes
 - Kim J. will update survey results with item descriptions

4. Written Procedures discussed
 - Remote access agreement reviewed, made two minor corrections – Approved with corrections
 - User guide for streaming meetings discussed
 - o table of contents discussed, present at September workshop
 - o add version control

5. Survey discussed
 - Add full description for each survey item to website with the results under communications