

HOLIDAY PARK PARK & RECREATION DISTRICT  
COMMUNICATIONS COMMITTEE MEETING  
FEBRUARY 10, 2025

Called to Order by Trustee Rick Haggard at 10:00 a.m.  
Committee Members Present: Rick Haggard, Nancy Seelow  
Consultants Present: Kim Jacobs  
Guests: Carmella Coon

Reviewed meeting notes from 01/06/25 – Approved

1. Streaming Meetings discussed.
  - Need to work on the process for remote access for Trustees calling into the meetings. Kim J. is going to test using MS Teams.
  
2. Equipment / Instructions discussed.
  - IT support discussed – We have interviewed two companies so far and will meet with another company on 2/11. Kim J. made a side-by-side comparison of their quotes, and the information provided at the meetings with them. We have additional questions for each company that Carmella will email to them.
    - o What equipment is covered? (need to be specific)
    - o Is there limited support based on age of equipment?
    - o Is networking equipment covered or are separate agreements required?
    - o How are the Trustee accounts handled? (need specifics in proposal)
    - o Length of backup provided for our files? (Sunshine Law requirement is 7 yrs)
    - o Are there travel fees for on-site support?
  
3. Website discussed.
  - Office 365, Kate's old email account is still active because HP SharePoint site is assigned to that account.
    - o Vicky is working on transferring files so the old email account can be eliminated.
  
4. Written Procedures discussed.
  - Quick Start Guide discussed - Kim J. has made updates based on current streaming process.
  - Full HP instruction guide discussed – Kim J. working on this.