

HOLIDAY PARK PARK & RECREATION DISTRICT
COMMUNICATIONS COMMITTEE MEETING
JANUARY 6, 2025

Called to Order by Trustee Rick Haggard at 10:00 a.m.

Committee Members Present: Rick Haggard, Nancy Seelow

Reviewed meeting notes from 12/09/24 – Approved

1. Streaming Meetings discussed
 - Still need to work on the process for remote access for Trustees calling into the meetings. Waiting for Kim Jacobs to return to HP to help with this.

2. Equipment / Instructions discussed
 - IT support discussed, we need to research other IT companies to find one that will fit our needs.

3. Website discussed
 - Office 365, Kate's email account is still active because HP SharePoint site assigned to that account. Check with Kim J. to see what can be done to change this.

4. Written Procedures discussed
 - User guide for streaming meetings discussed – Kim J. still is working on these
 - o Quick Start guide - 10 items of less
 - o Also need Full HP instruction guide

5. New Item – Discussed Stage Lighting Issues
 - Need to see if there is a full manual available – Nancy will look into this