

HOLIDAY PARK PARK & RECREATION DISTRICT
COMMUNICATIONS COMMITTEE MEETING
DECEMBER 9, 2024

Called to Order by Trustee Rick Haggard at 10:01 a.m.
Committee Members Present: Rick Haggard, Nancy Seelow

Reviewed meeting notes from 11/11/24 – Approved

1. Streaming Meetings discussed
 - Still need to work on the process for remote access for Trustees calling into the meetings. Need Kim Jacobs help with this.
 - Meeting agenda items – send reminder to Marti Winch to copy me on these emails to Kim J.
2. Equipment / Instructions discussed
 - IT support discussed, should we change companies? Kim B. checked with her church to see who they are using for IT support. This company is too small for our needs. Will continue to look into available options.
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 needs to be done to change this.
4. Written Procedures discussed
 - User guide for streaming meetings discussed – Kim J. is working on these
 - o Quick Start guide - 10 items or less
 - o Also need Full HP instruction guide