

TO: MTHOA Board of Directors

FROM: Communications Committee

SUBJECT: Monthly Report

DATE: December 13, 2013

The hard copy version of the December News & Views went out on schedule on November 30th and the e-mail version went out on November 27th.

The Longnecker's made four (4) calls to new residents during November.

There has been one death reported in the community since the November Board meeting.

A back-up copy of the Myrtle Trace Directory data base has been placed on a flash drive on December 9, 2013. A back-up copy of the MTHOA check register is placed on a flash drive at the end of each calendar month.

The e-mail version of the January News & Views will be sent out on December 31st and the paper copies will start delivery on January 2, 2014. The deadline for inputs is December 20th.

Ted Ackley, Chairman

Committee Members:

Betty Ackley - N & V Distribution
Ted Ackley - N & V Editor
Jeanie Rhodes - N & V Fliers
Nona Mattson - Telephone Directory

Norm & Fran Paulson - Flag Persons
Ted Ackley - Alt. Flag Person
Ron & Bonnie Longnecker - Greeters
Pat Paxson - Clubhouse Scheduling
Joni Kyes - Clubhouse Bulletin Board
Cecile Britt - Clubhouse Bulletin Board

Jim Wilkison - Webmaster
Bruce Williams - Asst. Webmaster & Photographer
Janet McGrady - Asst. Webmaster