

H.W.V.C. COMMUNICATION COMMITTEE  
Report of Organizational Meeting  
Chairwoman Beverley D. Sharp  
March 14, 1972

JOB ASSIGNMENTS WERE DETAILED AS FOLLOWS:

1. Suzie Brown - write the newsletter, coordinate with Nancy Grant to avoid duplication of subject matter; prepare input for the daily RHOA phone message (deadline Wed. for following Monday); prepare any necessary news releases.
2. Lois Peters - act as liason with all organized groups, collect newsletter - type information by a deadline (15th of month) and pass it to Suzie.
3. Debbie Marshall - publicity in the way of posters, bulletin board material at Lake Anne, Glade Pool, H.W. Village Center, etc.
4. Kathy Neitzke - to work on proposed committee to coordinate gathering of material for new Reston information packet, perhaps to help produce packet, this in line with Common Ground's effort to better welcome and orient newcomers. (The feeling was expressed that old-timers could also use the packet.)
5. Area Representatives - six people, each to be responsible for one specific area of Hunters Woods, to run their chain of block reps, to collect question sheets and return answers or referrals to the block reps. (Distribution of newsletters, paid for by RHOA, will be made directly to the block reps who will then pass them on to individual homes.)

The 6 Area Representatives are:

1. Mary Keiler
2. Maureen Weimer
3. Marilyn Harwood
4. Judy Johnson
5. Fred Fresh
6. Barbara Beecy

The Area Reps are responsible for setting up and maintaining a fully manned block rep roster. Each block rep should have no more than 15 homes. Block rep's duties include greeting newcomers and funneling questions, comments, etc. to the H.W.V.C., via this committee (directly through their Area Rep). The block reps should note all questions asked on the Query Report Sheets provided by the Area Reps, no matter where on the information chain they eventually get answered. Input from these sheets can: Spotlight areas of intense community concern, suggest good topics for articles in the Hunters Woods section of the newsletter, suggest problems needing attention from the H.W.V.C.

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6. Judy Hines - Presently Chairman of the H.W.V.C. and member of the RHOA Town Council; Planning to be Secretary to the H.W.V.C. for the second year of her term. She, and succeeding H.W.V.C. Secretaries, provide the pipeline from the H.W.V.C., Town Council and RHOA Board of Directors to the committee.

ALSO ATTENDING WERE:

Gayle Sodek - resident of Lake Anne, here to investigate the possibility of the L.A.V.C. setting up a similar information system.

Nancy Grant - RHOA Information Director - suggested having one newsletter to facilitate distribution, lower costs, avoid overlap. One third of space to be allotted to : RHOA townwide, L.A.V.C., H.W.V.C. Suggested that she and the two village newsletter editors work closely, that the calendar section be condensed and format altered.

SUGGESTED AREAS TO BE COVERED IN H.W.V.C. NEWSLETTER:

1. Happenings in Village Council
2. Information from organized groups
3. Answers to residents' questions.

NEWSLETTER FINANCING:

The present RHOA budget allotment for 1972 is \$3,600 of which \$1,080 will have been spent by the end of the year for distribution using the present system. The rest is planned for publishing costs.

Mike Healy is a possible contact for the actual printing.

THE RHOA INFORMATION PHONE SERVICE:

It is asked that this phone number be permanently posted on a central H.W. bulletin board, also that the service be advertised better in the newsletter.

Taping done up til about 9 p.m. each night so emergency messages for the next day could be phoned in until then.

For public notice: The deadline is on Wednesday for inclusion beginning the following Monday.

A name for this service is needed; perhaps "Dial-A-Meeting"?

BULLETIN BOARD

Judy Hines said that a permanent kiosk type board will be installed at the new Hunters Woods Village Center.



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WELCOMING

We are anxious to coordinate with Common Ground, to fill each others' gaps.

It was suggested that since several groups are presently working toward the same end --- an "information, history, facilities" packet --- they should cooperate.

Perhaps each organized group could be responsible for actual writing of its own contribution to the finished packet.

COMMUNITY SOCIAL GATHERINGS

To acquaint neighbors better, Bev suggested a bi-monthly series of socials be held in residents' homes or at a RHOA pool with a minimum of advance planning and no expenditure of RHOA money. Perhaps a BYOB, with block reps each finding 1 person to bring a snack.

Bev requested that the block rep roster be filled and functioning in time to deliver the next newsletter before April 1st, and that the newsletter carry (in the H.W. section) a line:

"Your block rep is \_\_\_\_\_: Phone \_\_\_\_\_"

to be filled out by each block rep before delivery.