



Communications Committee
CAPE HAZE RESORT COMMUNITY ASSOCIATION
REPORT TO THE BOARD OF DIRECTORS

Date: 19 March 2019

To: Cape Haze Community Association Board of Directors

From: Jan Schweitzer-Sanford, Chair
Members: Andy Sykes, Margaret Riley
Representatives from Casey (if any): None
Board liaison: Pete Travers

1. Administration

- a. The committee selected **Joe Armendariz** to serve as our web intern. His initial tasks have been outlined to him and he has been given administrative access to the web site. He will be signing a confidentiality form shortly.
- b. Margaret Riley has been appointed to the committee.

2. Committee Work Plan / Tasks

- a. A standardized form for committee board reports was developed and distributed to committee chairs.
- b. A questionnaire about television and internet services has been developed and will be distributed via email to owners and on the web site as a form.
- c. To date only 12 directory permission forms have been received. We revised the permission form and will put it on the web site as well.

3. Recommendations to the Board

The committee recommends that the attached proposal for the development of a multi-purpose meeting communications model be adopted and that the “proof of concept” phase be funded immediately at a cost not to exceed \$400.



CAPE HAZE RESORT COMMUNICATIONS PROPOSAL TO THE BOARD

The Communications Committee recommends the following:

1. Discontinue the direct phone-in option for board meetings, annual meetings and membership meetings
2. Replace the phone-in with WebEx conferencing
 - a. WebEx allows voice and video for remote viewing of documents
 - b. The host will know the names of those connected remotely
 - c. Voice access can be controlled by the host
 - d. Text messaging through the WebEx application can be used
 - e. The meetings can be recorded
 - f. Remote participants will be required to use a computer, but once signed in can listen to meetings via telephone rather than the computer's built-in microphone/speakers
 - g. All participants, whether in person or remote, will be able to hear the proceedings clearly
3. Proceed with implementation in stages:
 - a. Proof of concept with a cost of less than \$400. The equipment purchased can be used for other things.
 - b. Wireless audio equipment and an additional wireless speaker
 - c. Video equipment

The overall plan envisions a multipurpose configuration with equipment available for meetings, for presentations and for social gatherings.

The costs and equipment configuration for the proof-of-concept equipment are shown on the following pages.



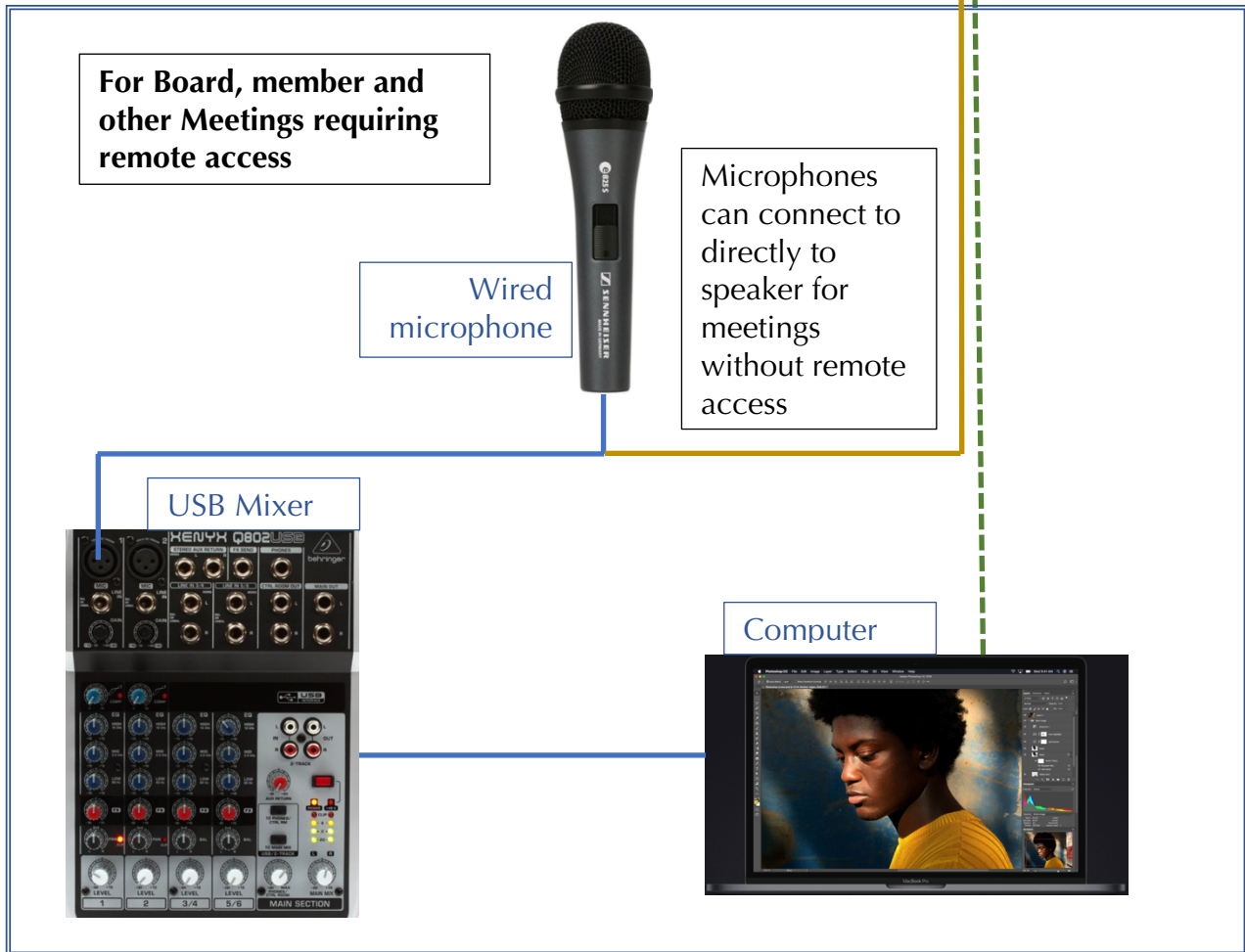
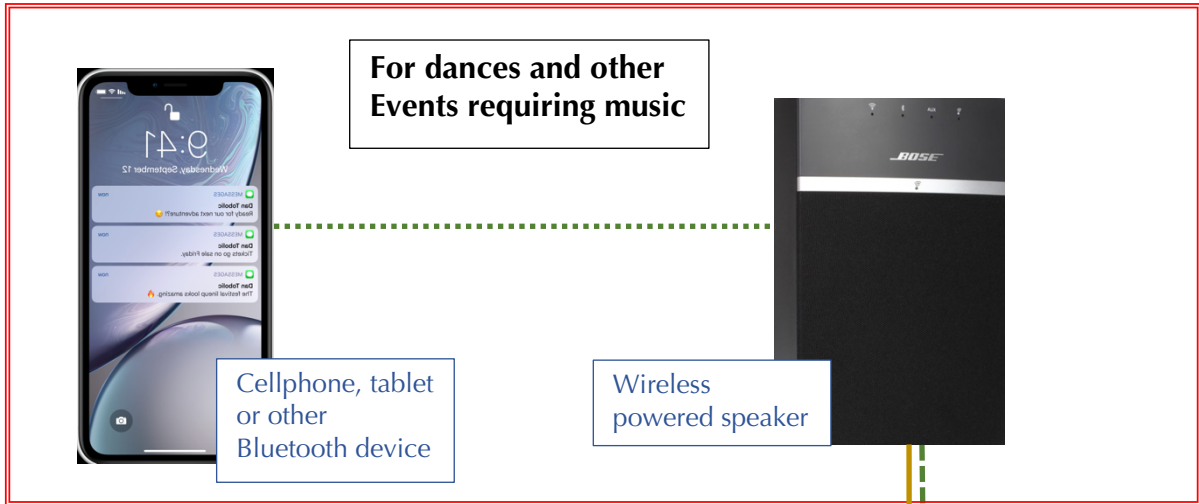
CAPE HAZE RESORT COMMUNICATIONS PROPOSAL

Equipment and WebEx Subscription

Item	Total Cost	Notes
Proof of Concept		
Behringer Xenyx 802 USB Mixer	\$90	Power supply may cost \$15
Sennheiser e825S Microphone	\$95	
Bose SoundTouch 10 Speaker	\$159	Wireless; powered
Pro Co EXM XLR Cable	\$25	Microphone to mixer
Hosa USB-105AB USB Cable	\$7	Mixer to computer
WebEx Trial	No cost	
PROOF OF CONCEPT TOTAL COST	\$376	
Additional Equipment (Audio)		
Wireless Microphone System e.g. Audio-Technica ATW-1322 2 Microphones	\$800	“Head” table & roaming
Microphone Stand	\$25	Board “head” table
Pro Co EXM XLR Cable	\$25	Wireless to Mixer
Pro Co BPBQXF-20 Cable	\$20	Wired microphone to speaker
Behringer B112D Powered Speaker	\$249	Room sound, 2 nd speaker
SUBTOTAL AUDIO	\$1,119	
Additional Equipment (Video)		
Epson EX9210 WUXGA Projector	\$660	Permits locating video for con-
Projection Screen	\$100	ferencing to best suite requirements
SUBTOTAL VIDEO	\$760	of meeting, rather than permanent
TOTAL Capital	\$2,255	Mounting
WebEx Subscription/Year	\$215	
Per Host		
Up to 100 participants		
1-50 host licenses		
TOTAL Cost 1st Year	\$2,470	

CAPE HAZE COMMUNICATIONS PROPOSAL

PROOF OF CONCEPT EQUIPMENT



Solid lines: wires
Dashed lines: wireless (Bluetooth) connections