

Deleted the original #2 and #7 – sorry for not remember to redline!

### Communication Policies

1. All messages and attachments sent via PGC e-mail shall be for legitimate PGC purposes only. Use discretion when sending potentially sensitive information via e-mail. All copyright laws shall be obeyed when copied information is used (such as a quote or an article.) Note the source and give credit where appropriate. The following shall not be included in official PGC email: political statements, solicitations, advertisements, sale notices, chain letters, personal jokes or other personal mail. The attached chart describes the methods of communication available to the PGC Board and members. (Modified at Board Meeting)
2. The following e-mail addresses representing Board members and Committee Chairs are posted on the PGC website:
  - [president@parkwoodgardenclub.com](mailto:president@parkwoodgardenclub.com)
  - [vice.president@parkwoodgardenclub.com](mailto:vice.president@parkwoodgardenclub.com)
  - [treasurer@parkwoodgardenclub.com](mailto:treasurer@parkwoodgardenclub.com)
  - [secretary@parkwoodgardenclub.com](mailto:secretary@parkwoodgardenclub.com)
  - [civic@parkwoodgardenclub.com](mailto:civic@parkwoodgardenclub.com)
  - [webmaster@parkwoodgardenclub.com](mailto:webmaster@parkwoodgardenclub.com)
  - [neighbor.care@parkwoodgardenclub.com](mailto:neighbor.care@parkwoodgardenclub.com)
  - [membership@parkwoodgardenclub.com](mailto:membership@parkwoodgardenclub.com)
  - [parkwood.park@parkwoodgardenclub.com](mailto:parkwood.park@parkwoodgardenclub.com)
  - [news@parkwoodgardenclub.com](mailto:news@parkwoodgardenclub.com) (ALL board members)
  - [communication@parkwoodgarden.com](mailto:communication@parkwoodgarden.com) (if new board member is approved)
3. These e-mail addresses will forward e-mails received on the PGC website to the appropriate person's personal e-mail. An archive of all e-mails received will be kept on the site. Visitors to the site will not have access to personal e-mail addresses without approval of the individual. Standardized addresses will avoid annual updates. (Aug. 9, 2011 Board Meeting)
4. The PGC committee chairs will forward any information they wish to be posted on the website directly to the webmaster. The secretary will forward minutes to the webmaster after Board approval. (Oct. 11, 2011 Board Meeting).
5. Specific information about smaller PGC social functions will have a note of "please check your email for details," reserving privacy and security by withholding specific time and location. (September 10, 2012 Board Meeting)
6. The Membership Committee Chair will maintain the official email list. Each Committee Chair and/or Board Member will be responsible for sending his/her official emails to the PGC members. (Approved June 11, 2013)
7. Members may elect to be removed from the PGC email list entirely; members also have the option to opt into only the types of news they want (e.g., Bunco, parties, Parkwood Park). (Approved \_\_\_\_\_)
8. The email list of the PGC members cannot be shared with or used by outside organizations, including groups or special committees working within the Parkwood neighborhood without the approval of the Board. (Approved \_\_\_\_\_)

- a. Only exception: the email list of PGC members is uploaded to Mailchimp (secure e-mail distribution tool). Mailchimp does not and cannot share this data with other organizations.
9. The database of PGC membership is not available to anyone other than the Board, except as provided in Communications Policy 10. (Approved November 11, 2013)

TOPIC	CONTENT OWNER	SENDER/ DISTRIBUTOR	PGC OFFICIAL EMAIL	WEBSITE	FACEBOOK
Neighborhood Crime	Parkwood resident	Nation of Neighbors			x
Nearby Crime	Parkwood resident	Nation of Neighbors			x
Party Invitation	Membership or Social Chair	Mailchimp from <a href="mailto:news@parkwood.com">news@parkwood.com</a> e-mail address	x	x	(Fall party promoted on Facebook but not Spring one because it's members only)
Party Reminder	Membership or Social Chair	Mailchimp from <a href="mailto:news@parkwood.com">news@parkwood.com</a> e-mail address	x	x	
Bunco	Bunco Chair	Mailchimp from <a href="mailto:news@parkwood.com">news@parkwood.com</a> e-mail address	x		
Minutes of BOD meetings	Secretary to Webmaster	n/a		x	
Articles	Author, Webmaster	n/a		x	
Lost Pet	Parkwood Resident	Nation of Neighbors			x
Not PGC Events		n/a			x
Park Workdays	PPC Chair	Mailchimp from <a href="mailto:news@parkwood.com">news@parkwood.com</a> e-mail address	x	x	x
Membership Drive	Membership Chair	Mailchimp from <a href="mailto:news@parkwood.com">news@parkwood.com</a> e-mail address	x	x	x
Annual Meeting	President	Mailchimp from <a href="mailto:news@parkwood.com">news@parkwood.com</a> e-mail address	x	x	x
Emergency	PGC Board	Mailchimp from <a href="mailto:news@parkwood.com">news@parkwood.com</a> e-mail address	x		x

