

# SCTA COMMUNICATIONS POLICY

Approved 10-20-2020

**WEBSITE:** [www.sprucecreektrails.com](http://www.sprucecreektrails.com)

The SCTA maintains a website available to all to provide general information for members, as well as others interested in finding out about our organization. The content topics may change as needed, but generally should include such items as: announcements, contact information, bylaws, policies, scheduled board meetings, planned events and activities, past meeting minutes, annual financial reports.

**E-MAIL COMMUNICATIONS:** [sprucecreektrailsassoc@gmail.com](mailto:sprucecreektrailsassoc@gmail.com)

“E-Blasts” are the primary method of communication with the membership. Those who do not have e-mail available will receive a printed copy, or a telephone call for important information/events. (An additional \$5.00 will be added to the annual dues for those requesting hardcopy.)

The e-mail distribution list will contain those on the current membership list, and may also contain past members and other interested parties.

At least 2 board members will have access to maintain the e-mail distribution list/create e-blast communications. Currently using google groups: [sprucecreektrailassociation.googlegroups.com](https://groups.google.com/group/sprucecreektrailassociation)

E-Blast communication will be on an as needed basis.

## **FACE BOOK PAGE: OFFICIAL SPRUCE CREEK TRAIL ASSOCIATION**

<https://www.facebook.com/groups/sprucecreektrailsassociation/>

This social media forum will be used to interact with our members, Spruce Creek property owners and others who are interested in our activities, wish to share information, and communicate with our community.

The page will have at least 2 administrators, one of which must be a board member.

Members will be approved by an administrator and may include SCTA members, Spruce Creek owners, and others with interest in our community.

Postings will be monitored by the administrator(s) for relevant content and tone. Inappropriate postings will be removed. Repeat offenders may require administrator review or be removed as a member.

Our Face Book page is not to be used as a business sales tool. However, members may post “for sale by owner” items. Local businesses may post activities of general interest or community benefit such as blood drives, horse expos, etc. Requests for business and services recommendations are allowed, but will be monitored by the Administrator(s).

E-Blast communications may be reposted on the face book page for additional exposure.