2011 University Grove Information Officer Report

October 17
Annual Meeting
Communications Officer Hours 2006-2011

- 2006 (87)
- 2007 (49.50)
- 2008 (108)
- 2009 (144)
- 2010 (118)
- 2011 (101.50 thru 9/30)
Three key areas of responsibility

#1

• Liaison for officers and homeowners association
  – Monitor two email accounts:
    - Ugrove@umn.edu official correspondence
    - klose004@umn.edu officer communication

  – Coordinate volunteers, plan and promote annual events:
    Grove Park Clean Up & Picnic in June
    National Night Out held in August
    Grove Park Buckthorn Removal & Fall Picnic in September
    UGHA annual meeting
    Grove office duties: phone calls, email filing, billing, fliers
Three key areas of responsibility #2

• [www.umn.edu/ugrove](http://www.umn.edu/ugrove)
  – Listed two homes for sale in 2011
  – Manage website mailing list: 98 subscribers
  – Direct and collaborate with web tech
  – Update website and maintain archives
Three key areas of responsibility

#3

• Directory updates
  – 2011 updates in progress
  – Kid helper list update for next year
  – Continue to request property owner history
  – Directory is a historical document
  – New residents get complete set as welcome gift
2011 Goals Completed

- Trained new web tech: Evan Tang
- Added Google website metrics
- Launched Grove e-news
- Updated by-laws
- Promote Forum Message Board
- Organized Grove Home Tour with MN Historical Society
2012 Projects

• Get more residents to sign up and use Forum Message Board
• Conduct Grove Home Tour with MNHS
• Update website home page photos - 103
• Monitor Google Web Analytics to improve website
In memory...
2303 Folwell
1931 – 2011
Architect William Macomber
Phil Raup
1572 Fulham
1914 - 2011
Fred Cooper
2190 Folwell
1937 - 2011
Sheila Richter
2132 Folwell
1932 - 2011