

DRAFT
Communication Committee Minutes
December 7, 2017

Call to order at 10:12 am

Present: Rick Hellewell, Judy Gill, Vicki Derrenberger, Jen Portz, Christine Spagle, ex-officio members Gil Skinner and GM Mark Torres.

November 2, 2017 draft meeting minutes approved

December 7 agenda approved

Discussion

Spagle: solicit input from SBCA committees re: what they want on their designated pages, e.g., for finance, current year financials, meeting minutes and any other important information such as recently completed audit (when finalized)

Need to add archive page from each committee page (keep current and prior year on the web site, all else archived)

HR: show committee members, dates met, org chart, staff descriptions, complaint process, employment opportunities application link (no private information re: employees to be posted)

All information open – no “member only” since we don’t have confidential information on the web

Balance of meeting spent addressing each top line menu item (i.e., Home thru Contact) and discussing what we wanted for 1st level drop down menu – Hellewell will update demo site with same link as previously

Next steps:

- Solicit input from SBCA committees for what information they want on their portion of the site and contact Villages to determine what they want as links from the SBCA site to theirs
- Solicit Village Input - If a Village has no website, what it would like to have listed on the SBCA site (i.e. President name and contact, ARC name and contact [Derrenberger indicated having Village ARC listed would be of assistance to SBCA ARC Committee])

Motion to adjourn unanimously passed.

Adjourn at 11:44