

**DRAFT**

SBCA Communication Committee

Minutes

September 25, 2017

- Call to order at 10:00 am
- Attendees: Christine Spagle, Vicki Derrenberger, Rick Hellewell, Jen Portz, Gil Skinner, Mark Torres
- Minutes from prior meeting were approved
- No additions to the agenda were made
  
- Discussion

Homework assignment:

Issues with current SBCA website

Positives: having the hours/calendar on the Home page, drop down menus off top line tabs,

Needs improvement: delete duplications, one information item in too many different areas, consolidate to one location with links allowing access to other locations.

Rick Hellewell demonstrated the template site he created based on feedback from our initial meeting and some examples of websites from Mark that he (Mark) felt had good points. . There was lengthy discussion regarding the outline of the website with the following potential format:

Home page would open with slide show photos of SBCA

Top line tabs

Home

Calendar

Activities

Amenities

Association Business

Villages

About Us

Contact

Under each tab would be 2<sup>nd</sup> tier detail to click on which would lead the user to even more detailed information.

Below the tabs, Mid-screen slide show of SBCA photos (e.g., Club house, auditorium, pool/spa)

Below the photos, 3 quick links to Association Business, Activities and Amenities

Mark will work on a Home page outline and get it out to the team within a few days.

We addressed The Voice very briefly. At some point a protocol for providing information to The Voice will be needed.

Mark will provide Jen with a couple of examples of the type of requests he receives to send out e-blasts. Jen will work up a draft process.

Next meeting set for October 25, 2017, 10:00 AM at the Club.

Meeting adjourned at 11:40 AM.