

APPROVED

Communication Committee Minutes
January 30, 2018

Call to Order: 1:00 P.M.

Patricia Webber has resigned from the Committee.

Present: Rick Hellewell, Jen Portz, Sheila Twohey, ex-officio member Mark Torres.

December 7, 2017 draft meeting **minutes approved** unanimously..

Agenda approved unanimously.

Discussion of Website Menu and Site Structure: Feedback received from all committee chairs. Feedback from committee chairs will be added to their committee pages. Want consistency of committee info as much as possible. Committee members, Charter. Minutes as the committee chooses.

SBCA outline for villages will be on HOA pages. HOA subpages will be at village discretion. On first SBCA village page "Website" should be at top, then brief description (25 words or less) of the village, Board of Directors then ARC representative. Need contacts. What are we doing for other villages? A discussion ensued. Village HOAs will get password access to their subpage on the SBCA website if they want it, but not their initial SBCA page. Villages may manage their subpages themselves or they may hire Rick Hellewell at Cellarweb to manage their subpage for them. Sheila Twohey will contact villages. Will send communications committee members names of Board of Directors for LPV3

At recent Board workshop, Sue Oemichen requested that Nov. 2002 Board resolution be posted on website. Mark Torres stated that the more recent 2017 ratification of it would be more relevant. It was suggested to bring the issue to the Board of Directors for a decision re: inclusion on the website. If listed, Mark Torres stated it should be placed under governing documents. Anything that restricts would be placed under governing documents. Jen Portz stated (as per David Wayne Johnson of the Jefferson County of Community Development) the hierarchy of governing documents is: State RCW, Jefferson County, SBCA, Villages.

Suggestion to add links to Jeff. County DCD and DPW to "About Us" g. Links to outside groups.

Motion made and approved unanimously to accept the Final Website Menu and Site Structure.

Committee unanimously agrees that no information on the website should be password protected. Sheila Twohey will bring this recommendation to the Board.

Recommendations were made to change the turquoise on the calendar to a different color and change the light green to a dark green to make it easier to read. Mark Torres stated the color used is related to the room where meeting will take place. **Motion made and approved unanimously to link the current calendar to the new website.**

New photos need to be taken for the website. Sheila Twohey will take some photos. Mark Torres will contact Gary Settle to see if he will take photos. Suggested to take photos of people actually using the facility as well as photos of the facility itself. Jen Portz suggested contacting Fran Wickeham to see if he will take an aerial photo or possibly a video to use on the website.

Page content: Who will provide content? Mark will advise what areas will need someone else to handle it. Sheila Twohey will obtain information from villages and provide it to Mark in a Word PDF format. The "News and Announcements" section will have a "Subscribe" subpage.

Suggestion to put an Article in The Voice before going live with the new Website
Discussion of a Communications Policy and managing interaction with The Voice tabled to a later meeting.

Next Meeting scheduled for February 28, 2018 at 1:00 P.M.

Meeting adjourned at 2:33 P.M.