

APPROVED
Communications Committee Meeting
February 28, 2018

Call to Order: 1:00 P.M.

Present: Rick Hellewell, Vicki Derrenberger, Judy Gill, Sheila Twohey, ex-officio member Mark Torres.

January 30, 2018 draft meeting **minutes approved** unanimously.

Agenda approved unanimously.

Website Input

Villages: Sheila said Village information requested was completely provided from nine villages, with partial feedback from the rest of the villages. Description of the village is the most commonly absent item. She also has a copy of village information on Village Board members, from the Front Desk. Vicki suggested checking the ARC list in the ARC Office for missing names of ARC representatives.

A discussion ensued regarding the use of personal email addresses and phone numbers on the website. Initially, it was suggested to ask the individuals if they wanted their emails or phone numbers listed. Mark suggested having the President and ARC emails listed. **The final group decision was to have Rick set up public emails for the villages which could be forwarded to personal emails. An e-blast will be sent to the villages explaining this.**

Example: Board Members names will still be listed. At the bottom of the page, it will state:

Contact the Board: bayviewvillage@plsbca.org

Contact the ARC Representative: bayviewvillage_arc@plsbca.org (What is an ARC?) link to the SBCA ARC Committee page

Committees:

For all Committees, keep standard with:

Next Meeting Scheduled

Committee Members

Contact Chair

Agenda

Meeting Minutes

ARC and Finance would have redundant information:

Design Standards on ARC section and Governing Documents Section

Finance: YTD actual P&L, Balance Sheet

Minutes: For previous years' minutes, have a sentence on committee pages to contact GM and fill out a records request form.

Data Input: For meeting minutes and agendas, change of committee members, etc., Rick will create a template. Data will be posted to the website. Purpose is to keep consistency among the committee pages.

Photos: Gary Settle has agreed to take photos, with and without people, interior and exterior. Want to develop a catalog of photos, both generic and specific to sections of the website: ex. Section on the Pool should have a photo of the pool. Homepage should have random images of the Bay Club. Would be helpful to have a group of 20-25 pictures. Rick can reduce the resolution for various pages. Discussion on whether a signed release should be obtained from all persons identifiable in photos. A sample release was given to committee members. **Request for a signed release will be given to all identifiable persons in photos.**

News Section: Mark will be the only one who can update. Can add pictures. Will take about ten minutes to update. Can insert pictures where the cursor is at.

Committee members should review all sections of the website. Anything in italics needs information provided to Rick.

Organizations: Judy will check organizations and see which ones need information on dues and track down information. Mark stated current contact information is on the current website. We can state that the organizations are open to new members, but the two dollar non-member fee applies.

Recreational Equipment: It was mentioned that Barb Burke has knowledge of all available equipment.

Fitness Center: There is currently no official representative. The current thought is to have a sub-committee of the Facilities Committee set up, which will make suggestions to the Facilities Committee, who will make recommendations to the Board. Hopefully, a subcommittee contact will be appointed.

Meeting Spaces, Business Center, Web Services: Mark will handle.

Woodshop: Contact Joe Guillien or Myron Vogt for information. There is information on the current website.

FAQs: Mark and Melanie and Heather will review what they are constantly asked to develop questions for this section. It is helpful for Realtors.

About US: Each page needs to be looked at. (Information pulled first from current website.)

Newcomers and Realtors pages: Mark will handle.

Next Meeting scheduled for March 26, 2018 at 1:00 P. M.

Meeting adjourned at 2;23 P.M.