

DRAFT

**Communications Committee Meeting
March 26, 2018**

Call to Order: 1:00 P.M.

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

February 28, 2018 draft minutes approved unanimously.

Agenda approved unanimously.

Questionnaire:

Gil Skinner mentioned he will be available at the Bay Club next Thursday and the following Monday from 10:00 until noon, to answer questions on the questionnaire being sent out to Members. He was looking for ideas on how to contact Members who do not receive information by E-Blasts. Suggestion was made to put a flyer in the upcoming mailed invoices for dues, telling people to come to the Club to fill out the survey. Suggestion to put a flyer on the bulletin board in the Club. Suggestion to use "survey monkey" as a tool for putting out the survey.

Photos:

Gary Settle will send photos to a file area on the server:

<http://www.plsbca.org/Images/NewPhotos>

Some photos of the woodshop and fitness areas are on the new website. Photos are still needed for several Board members.

The Voice:

Sheila Twohey contacted The Voice and there should be a notice in the April edition about the new website coming soon.

Website Input:

Mark Torres will send an email to Diane Allen, who manages the current website, to inform her that her services will soon no longer be required. Current target date for activating the new website is first week of May.

Gil Skinner will provide information on Human Resources. Sheila Twohey will get information on contacts for clubs and organizations. Barb Burke has information on Recreational Activity. Sheila Twohey and Judy Gill will be meeting with her tomorrow and will obtain the information. It was suggested to add information on the members of the Bay Club staff to the website.

Information has been provided to Rick Hellewell for the URLs for the Fitness Center, the Woodshop, the Golf Course, the Tennis Courts, the Communications Committee, the ARC Committee, the Facilities Committee, Emergency Preparedness, Community Groups, and Regional Groups. Mark Torres and his staff will provide information for the remaining URLs. Vicki Derrenberger will provide a definition of the Board Vice-President's duties. Rick Hellewell updated several areas of the website during the meeting.

Homework for next meeting:

Committee members were asked to look over all areas of the new website for errors, typos, and data which still needs to be provided.

Need to think about the issue of the monthly content in The Voice and how to manage what content is published.

Sheila Twohey will try to find information on the Draft Communications Policy that is in the Communications Committee binder.

Next meeting scheduled for April 24, 2018 at 1:00 P.M. in the Conference room.

Motion to adjourn approved.

Meeting adjourned at 2:13 P.M.