

**FINAL**  
Communications Committee Meeting  
April 30, 2018

Call to Order: 9:40 A.M.

Present: Rick Hellewell, Vicki Derrenberger, Jen Portz, Sheila Twohey, Ex-officio member Mark Torres

Motion to approve the minutes of the March 26, 2018 meeting made by Rick Hellewell. Motion seconded by Vicki Derrenberger. Motion approved unanimously.

Motion to approve the agenda made by Vicki Derrenberger. Motion seconded by Rick Hellewell. Motion approved unanimously.

**Website Page Content:**

Mark Torres to provide the content still needed for the remaining areas of the website.

Question regarding which of the descriptions of Exercise Area equipment to use on the site. Will use the most recent input provided by Mark Torres.

Decision that any “comments” received regarding website will not be published on the website itself.

“Amenities and Activities” section: Pat Lohrey will be the committee liaison with the PLVC Wellness Committee. Sheila Twohey will check with Barb Burke to see if Pat is officially a new member of the Amenities and Activities Committee.

“Club News and Announcements” and “Special Events” sections still need information.

“Clubs”: Discussion about adding club descriptions, like the current website has, to the new website. Will require adding an additional column for the information to the table on the new website.

Updates to site can be made via the “Comments About The Site” box. Decision that Club representatives and Village representatives will be responsible for providing changes or new information for their respective areas of the website. Information should be sent by the Secretary or Club/Village President to the South Bay Manager.

Rick Hellewell made one design change: Blue Boxes will go above photos on the Home Page. Mark Torres stated the content will be the same.

Discussion on whether password will be used for site. Committee felt that a password was not necessary. Mark stated not having one would save Club employees time. Uncertain whether Board approved not having password on new website. Need to clarify this.

**Status of New Photos:**

Sheila Twohey asked if any photos from Gary Settle had been obtained. None provided yet. Mark Torres stated Rick Hellewell should send Mark ideas for what specific type of pictures he wanted for the different sections of the website and Mark would provide them. New Staff Member photos are present on the new website. Photos of some Board members are still needed.

**Images/Copyrights:**

The question of who owns the copyrights to the photos on the website came up. Previous website manager believes she does. Mark stated copyright belongs to SBCA. Recommended by Mark Torres that the new website should use all new photos and images. Committee concurred. New Website will also state "Some images used by permission from the image owner."

**Hosting Access:**

Rick Hellewell stated he has all he needs to make this happen. Sheila Twohey asked if there was a budget for the website. Mark Torres stated there is money in the budget for the website. It is normally a one-time expense, so no specific budget item unless there is a one-off. Rick stated there will be a "Permission to use Cookies" notice on the new website. Committee does not need to address this beyond the notice.

**Upcoming SBCA Board Elections:**

Vicki Derrenberger will check with other Board Members at next week's Board workshop to confirm who will be staying and who will be leaving the Board. The Annual Meeting packet needs to be done by June 1. Need to solicit volunteers for the Board and Committees. Sheila Twohey will write up an email that volunteers are needed for the Board and all committees, except Finance Committee. Will get an informal consensus with Gil Skinner regarding expectations of volunteers.

**Homework for next meeting:**

Photos: Rick will advise Mark

Verbiage: Mark

Election Email Verbiage: Sheila

Go over site when new verbiage is in: All

Draft notice for the Voice: TBD –

Clarify with Board whether password for site will be used- Vicki

Decision of when to go "live" with new website – perhaps near annual meeting

**Next Meeting Date:** June 4, 2018 at 9:30 A.M.

Motion to adjourn the meeting made by Jen Portz. Motion seconded by Vicki Derrenberger.  
Unanimous vote to adjourn meeting.

**Meeting adjourned** at 10:48.