

FINAL
Communications Committee Meeting
June 18, 2018

Call to Order: 1:30 P.M.

Present: Rick Hellewell, Vicki Derrenberger, Jen Portz, Sheila Twohey, Ex-officio member Mark Torres. A quorum is present.

Motion to approve the agenda made by Vicki Derrenberger and seconded by Jen Portz.
Approved unanimously.

Motion to approve the minutes of the June 11, 2018 meeting , with correction of next meeting time to 1:30 P.M. made by Vicki Derrenberger, seconded by Jen Portz. Approved unanimously.

Website Page Content:

There was a discussion about emails and forwards, corrections and additions to the new website. Need to insure site links will work.

Rick Hellewell, the Webmaster, still needs the new updates to the Rules. Vicki Derrenberger will send Rick the text of the new Bay Club Rules, the changes to the Design Standards and the new Facility Use Rules (Bay Club Policy B.1.)

Mark Torres will send Rick information for the “Newcomers, Realtors” section of the website.

Consensus that on the Committee pages, one year of committee meeting minutes will be posted. The earlier minutes will be archived.

Rick Hellewell stated our focus is on what we still need now and as new information or tweaking of current information is found, to send it to him and the areas will be amended as needed.

When the website goes live, committee chairs and village presidents will be contacted and asked to insure information on their relevant areas of the webpage are accurate. To send corrections or additions, they should send a PDF, named what they want it to say on the website, to the Webmaster, via the “Do You Have Feedback About This Page” or “Contact Us” links at the bottom of their respective pages, or use the “Contact” section at the top of the website.

New Photos for Website:

There are limited photos for the website at present. Photos are still needed of the Board members. Mark Torres will take new photos of all Board members during the Annual Meeting in July, after the new Board members have been elected. He will also take additional photos for

the website during the meeting, to capture photos with people and activity in them. Also he will take photos which include the new furniture for the Great Room.

Upcoming Board Elections:

The packets for the upcoming annual meeting have been mailed to all homeowners. An outside source was used for the mailing. Mark Torres will send out "Proxy" reminders to the membership as needed.

Voice Announcement:

It is too late to send out an announcement before the annual meeting. A short article will be sent to the Voice for the August issue announcing the new website. Jen Portz will write the article and send it to the committee for comment.

New Website Launch:

The new website will go live in July after one final meeting for review and tweaking. There will tentatively be a "soft launch" a week before the Annual Meeting. At the Annual Meeting, Rick Hellewell will make a presentation of the new website to the membership.

New Committee Member:

Phyllis Waldenberg has volunteered to join the committee. Sheila Twohey will notify Board members.

Homework for Next Meeting:

Final Corrections for the new website

Topics for consideration after website is launched

(Criteria for e-Blasts, Bulletin Board Content, Interaction with The Voice, etc.)

Set Meeting Date:

The next meeting is scheduled for July 11, 2018 at 9:00 A.M.

A motion was made by Jen Portz and seconded by Vicki Derrenberger to adjourn the meeting. Unanimous vote to adjourn the meeting.

Meeting adjourned at 2:13 P.M.