

DRAFT
Communications Committee Meeting
July 11, 2018

Call to Order: 9:08 A.M.

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

A motion was made by Jen Portz to approve the June 18, 2018 minutes. It was seconded by Rick Hellewell. Approved unanimously.

A motion was made to approve the agenda by Rick Hellewell. It was seconded by Jen Portz. Approved unanimously.

Website Page Content:

“Villages” page needs to be consistent. Either all definitions on the page or all off. Rick said he would add definitions for all the Villages.

“Board of Directors section needs to be updated after next week’s Annual Meeting, with new descriptions and new photos of all Board Members. Mark will get the photos.

“SBCA Meeting Dates” and the “Villages” sections will also need updating after the Annual Meeting.

“Communications Committee” section has a duplicate of the April 30, 2018 minutes. One needs to be removed.

In the “About Us” section, under SBCA info, “Local Sites”, “Harrison” is a bad link and a duplicate. The “Harrison” link under “Emergency Response” is a good link. Replace the bad link with the good one. The first PLVC link is also a bad one and a duplicate. The second PLVC below it is a good link.

The latest modification to the Club Policy, for Facility Use Fees, needs to be added to the website. Vicki will send the Facility Use Fees information to Rick.

The “Community News” section of the website will be done by Mark Torres, the Bay Club Manager.

Village Pages Interface with Website:

Mark led the discussion, stating some Village pages change frequently and others rarely change at all. Villages will still be able to change their content, but they will no longer send it to Diane, as in the past. Rick will do the SBCA content to keep the site up to date. Rick can give the villages access to update their own pages or they can contract with Rick or someone else to

update it for them. The villages with custom pages (Inner Harbor, Edgewood, Teal Lake and Woodridge) will have the option of paying someone else to maintain the custom look as it is today or integrate it into the SBCA template, consistent with the uniform SBCA format and look, for free.

Question for the Villages: Do they care what the “frame” of their subpages looks like? Within the SBCA template, Villages will have a primary page designed and maintained by SBCA. They may have a maximum of 2 additional subpages gratis. (Villages may be able to consolidate their multiple pages into their allotted 2 subpages.) They may pay Rick to manage the subpages or they may manage them themselves. If they wish to self-manage, they will only be given Wordpress access to subpages 2 and 3. (Note: documents do not count as pages.) Villages with only one page will not be able to manage it. Page 1 is managed by SBCA. This may encourage other Villages to have info on the site.

If Villages wish to maintain their “custom” look, they will pay for this. They will need to work with a paid person to self-maintain/manage the pages and will need to work with Rick via FTP (non Wordpress).

Hosting:

The committee recommends that Villages with stand alone websites have the option to move their website to the SBCA hosting site for free, but they will still be responsible for their Domain charges and the costs of maintaining their own websites. Vicki will ask the Board to approve allowing the Villages to use the SBCA hosting site for free. Villages will be notified that if they want to have their own websites, they can save money by hosting through the SBCA website. They will need to contact Rick to do so.

Communication with Villages:

Sheila will send a “courtesy” notice to Villages with multiple pages to contact Rick on or after the website launch date to make necessary changes to access their pages.

Sheila will also send a “courtesy” notice to Villages with custom pages and areas that are password protected that they will need to contact Rick to get new passwords in order to be able to access those areas of their pages.

“Go Live” Date: 7/14/18

Annual Meeting Presentation:

Gil Skinner will mention the new website in his remarks. Mark will show the Home Page and Villages and will advise that there will be a meeting with the Villages to further explain the changes. The date will be decided by the new committee after the Annual Meeting.

Voice Article:

Jen Portz has sent in an article for the August Voice, announcing the launch of the website.

Sheila Twohey expressed thanks to Rick Hellewell and all other members of the committee for their hard work and diligence in making the website a reality.

The next meeting date will be determined after the Annual Meeting, when a new Committee Chair will be chosen.

A motion was made to adjourn the meeting. It was seconded by Vicki Derrenberger. Approved unanimously.

Meeting Adjourned at 10:18 A.M.