

**South Bay Community Association
Communications Meeting**

Thursday November 29, 2018 - 9:30am

Draft Unapproved

1. Call to Order. Vicki Derrenberger 9:30 am
2. Determination of Quorum. **Quorum Established.** Vicki Derrenberger, Susan Shadrick, Rick Hellewell present.

Also present: Mark Torres
3. Approval of Agenda. **Approved unanimously**
4. Approval of October 23, 2018 meeting minutes. **Approved unanimously**
5. Old Business
 - a. **Website Theme Redesign** - Need to work on overall aesthetics. Some repositioning and resizing of pictures would help. On the Home page move picture to top; reduce size of buttons and shorten descriptions (use single words). Change to a white window with the light blue background to match up what people see on the other pages to the home page (Consistency). One picture per area is fine or could scroll different ones. The Meeting Spaces should be linked to the virtual tour. Need more pictures.
 - b. **Managing Voice Content** – Discussed a template for the South Bay Pages to consist of Important Dates (Need to add Facebook and Daily Calendar/Events along with plsbcba.org); Article from GM/Board; Monthly Social Info; Misc. Article (Promos from various clubs/organizations; SBCA committees; employees) and Welcome to New Neighbors (find out Board’s opinion on whether to list names).
6. New Business
 - a. None
7. Assignment for next meeting – Mark will get pictures with people at the Tree lighting event. Mark could write an article for January that SBCA has made the entry safer for our members and Inner Harbor residents (new Bay Club signs, deceleration lane, hedges trimmed to improve line of sight, entry light). Vicki and Susan to review the different pages to see if they have appropriate pictures (should be at the top of the page). Vicki to contact Dean Rosenthal regarding health and fitness articles and Heather Ullmann regarding new member information.

Adjourn 10:30 am – Next Communications Meeting Tuesday, Dec 18, 2018