

**South Bay Community Association
Communications Meeting**

Tuesday December 18, 2018 - 9:30am

Draft -Unapproved

1. Call to Order. Vicki Derrenberger 9:31 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 November 29, 2018 meeting minutes. **Approved unanimously**
5. Old Business
 - a. Website Theme Redesign
 - Links to Facebook and Weebly Website- Bay Club News and Announcements is a live page and has no links within it. Mark could add See our Bulletin Board.
 - To have an Image Based location we post items on the bulletin board and community events. Could we consolidate into one location? The preference would be to look at everything at once.
 - Under Facilities Meeting Spaces, we need to post the Video here. Send Rick the Video.
 - Cookie Banner – Per Rick the banner only shows up once a year and will go away once the user clicks on it. The position is at the top to make sure every visitor notices it. It was suggested that it be made smaller or moved toward the bottom, Rick stated that it needs to be visible and it needs to be responded to.
 - Additional Pictures – still need to get some from various activities
 - b. Managing Voice Content
 - Committee and/or staff articles – Update:
 1. Suggestions were made for ARC to write Articles “DO You Know” covering Who is the ARC, Steps for filling out an application.
 2. Communications should write an article on where to go for up to date information (Websites, The Voice, other)
 3. A review of Pool Rules, Kids for pool and fitness
 4. Finance could write an article about the delivery of quarterly assessments (it’s a courtesy reminder not a billing), what the current

amount for dues is and if we raise dues, it would be on July 1st as we operate on a fiscal year. Need to update contact info, check spam folder.

5. Additional Finance suggestions are understanding of association monies. Where do our dues go? Operations; reserves, Capital Improvement.
 6. Ask Dan Quayle to write an article about Reserves.
 7. Get articles about Zumba, Bridge, Mahjong, Woodshop (new saw)
- Newcomer Information – Need to check with Board to see if we should no longer publish new member names in the Voice and just have a paragraph monthly with a warm welcome to new members in general.

6. New Business

a. TBD

7. Assignment for next meeting – Check with other Committees regarding articles for The Voice.

Adjourn 10:40 am – Next Communications Meeting Monday, March 4, 2019