

**South Bay Community Association
Communications Meeting**

Monday March 4, 2019 - 9:30am

Draft - Unapproved

1. Call to Order Vicki Derrenberger 9:45 a.m.
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 December 18, 2018 meeting minutes. **Approved unanimously**
5. Old Business

- a. Website Corrections – Committee Member Changes
Updated ARC committee members & Activities Chair
Updated meeting dates for Activities & Communication Committees
Corrected links on Home page to calendar

- b. Managing Voice Content

- Template
Discussed order such as:
Update from the Board or General Manager
SBCA Committee Articles or Bay Club Employee Articles
What's Happening - Social Information and or Monthly Summary
Save The Date - upcoming activities
Promos from Various Clubs/Organizations
For Your Health articles

The Voice is one more tool and the most successful in getting information to all members.
How does the Board want to use this?

- Articles from other committees/individuals – update
Received an article on the new woodshop saw, have asked finance for articles and need to approach various clubs or organizations to do promos. Highlight Fly Tiers, Zumba, Free Computer Classes, etc.

7. Assignment for next meeting – Rick to digest the website statistic. Find out what pages people are going to. What are they looking at? Committee to discuss that if we make any changes to the website it should be to improve ease of access to where people want to go to.

Adjourn 10:30 – Next Communications Meeting Monday April 15, 2019