

**South Bay Community Association  
Communications Meeting**

**Monday May 13, 2019 - 9:30am**

**Draft - Unapproved**

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

Also present: Mark Torres

3. Approval of Agenda **Approved unanimously**
4. Approval of March 4, 2019 meeting minutes. **Approved unanimously**
5. Old Business

- a. Website Corrections and Updates

The Community Bulletin Board and the Community Events Board are now located on the SBCA Website. They can be accessed through the white calendar box on the home page or through Calendar at the top of the home page. It was noted that the pictures on the Bulletin Board were quite small compared to the Events Board. Mark will fix that.

It was suggested that we verify the Clubs and Organizations contact information. Mark will ask Laura Kocker to work on this today.

It was noted that the version of The South Bay Rules on the website was from 4-13-18. Mark will replace this with the newest version from 4-12-19.

In the drop-down list for Association Business Rick added Forms to help members who might be looking for one. Otherwise it was buried in various places and difficult to locate.

On the ARC page we changed the name from Compliance Policy to Enforcement Policy as that is what the document says.

- b. Managing Voice Content

The Voice has set new formatting rules for submitting articles. The Voice Editors will format any articles we send so we don't need to worry about that. However, they did change the deadline for submitting articles. They now should be submitted between the 1<sup>st</sup> and 8<sup>th</sup> of each month. Janet Force, our SBCA Editor has resigned and the new SBCA Editor is Jenise Harper.

Recent responses to the following questions were discussed:

1. What is the \$200 SBCA pays the Voice for? Is it a support donation, or payment for reserved space in the Voice? **The \$200 is a donation to our nonprofit 501(c)(4) organization. It does not pay for reserved space in the Voice.**

2. What control does SBCA have over the content on our 2 pages? Are we allowed to manage our own messages to our members? *The Voice publishes articles that are submitted by the SBCA to the magazine; SBCA controls the information that is included in the articles, but Voice staff members have editorial review of the content of the articles and work with SBCA to determine what appears in the magazine. There is not a 2-page limit to the SBCA section; the amount of space is determined by the number of articles that SBCA submits. There is a limit on the number of words per article; 150 -200 words per article; the word limit does not apply to association reports.*

3. How does the Voice see the role of the SBCA Voice Editor? Does SBCA have the final rights on what ends up in the Voice? Does the SBCA Voice Editor have any right to have their own column on the SBCA pages, and if so by who's authority? *The Voice does have final rights on what ends up in the magazine. As editor of the SBCA section of the Voice, the editor does have the right to write and publish an article. The Port Ludlow Voice is copyrighted and reserves the right to review and edit all articles that are submitted to the magazine and those written by Voice staff members.*

A suggestion was made for the committee to direct Jenise to topics that we want our membership to be informed of. Then if she is willing, she could write the articles for us which would then be submitted for SBCA approval. Perhaps she could interview the various Club and Organizations and then promote these groups. Vicki will talk to Jenise to see if this is something she would be willing to do and will also invite her to our next Communications meeting.

Idea for July Voice – 4<sup>th</sup> of July Cookout; Let members know about new sign in system; focus on Zumba or other Clubs.

Idea for Aug Voice – Music on the Green, Information on shed; Reminder about paying dues, late fees and collection, importance of keeping contact information current.

Idea for September Voice – New Board Members

c. Website Pictures

Mark will try to get some soon.

Adjourn 10:20 – Next Communications Meeting Monday June 10, 2019