

South Bay Community Association
Communications Committee
DRAFT – MINUTES
Aug 5, 2019

1. *Call to Order*: Tom Sprandel called the meeting to order at 9:30 AM.

2. *Quorum*: Established with two of three members.

Present: Susan Shadrick, member
Tom Sprandel, member
Ray Sheldon, SBCA President
Mark Torres, GM
Absent: Rick Hellewell, member
Chair: It was agreed that Tom would act as chair for this meeting.

3. *Approval of Agenda*: The agenda was approved.

4. *Approval of Minutes*: The minutes of May 13, 2019 were approved.

5. *Old Business*:

a. *Web Corrections & Updates*: No review of May's items required, topic closed.

b. *Managing Voice Content*: Articles should be submitted to ~~Jenise Harper~~ [Mary Ronen, editor@plvoice.org] by the eighth of the month.

c. *Website Pictures*: Topic tabled, reopen as required.

6. *New Business*:

a. *Committee Membership Changes*: Vicki Derrenberger has resigned. Bart Clark, SBCA Board Secretary, has joined. Susan Shadrick is leaving. Rick Hellewell will be asked to clarify his intentions. Membership changes will be submitted for approval in Friday's board meeting.

This will leave the committee with either two or three members. We will seek to increase that to five members by asking for volunteer reporters.

b. *Web Updates*: We will update the webpage with new board members, new committee assignments and new schedule after Friday's board meeting (see attachments). We also agreed to not post a list of "Special Projects" volunteers, they will be recognized through articles about the individual projects.

c. *September Voice Articles:* Deadline 8/8/19. Ray Sheldon has provided articles for the September Voice. Tom will submit them to the Voice. It was reported that Carol Riley will submit an article about September event(s).

d. *October Voice Articles:* Deadline for submission to the Voice is 9/8/19, the day before the next Communications Committee meeting.

- *President's Report:* Ray intends to submit a monthly report.
- *Social Events:* Confirm that the A&A Cmte will submit an article.
- *Spotlight on Clubs:* Target clubs will be Mahjongg, Overtricks Bridge or Quilters by the Bay.
- *Collections Practices:* Possible story, confirm with Sarah Walkowski.
- *Quickbooks Story:* Possible Story, confirm with Mark Torres.
- *Gazebo Rezoning:* Possible Story, confirm with board.

e. *Additional Stories:* Collect ideas and background for additional stories. Get them ready for publication when appropriate.

f. *Objectives:* The committee needs a high level examination of our charter and the objectives of both the SBCA and The Bay Club.

g. *Approval of Articles:* It was agreed that the committee or a designee on the committee will review articles for factual content and sensitive issues prior to publication. Sensitive articles will be submitted to the full board only if the committee feels it appropriate. The committee intends to work ahead so that the full board will be informed of prospective topics and may reserve the right to review them.

7. *Adjournment:* The meeting was adjourned by unanimous consent at 10:30 AM.

Next Meeting: Monday, September 9, 2019 1:00 PM.

Submitted by,
Tom Sprandel

Web Content – Board of Directors

President: Ray Sheldon
 VP : Susan Shadrick
 Treasurer: Sarah Walkowski
 Secretary: Bart Clark
 Directors at Large: Steve Hammond, Dave Jurca, Tom Sprandel

Web Content – Committee Assignments

<p>ARC</p> <p>Mike Bainter Bart Clark * (Alternate) Steve Hammond ** Dave Jurca * Joe Vozarik vacant</p>	<p>Facilities</p> <p>Chris Dean Bob Kent Steve Hammond * Dean Rosenthal Susan Shadrick ** Christine Spagle workshop representative</p>
<p>Amenities & Activities</p> <p>Barb Burke Susan Shadrick * Jenise Harper Bob Kent Carol Riley ** Jere Sheldon Tom Sprandel *</p>	<p>Finance</p> <p>Dan Darrow Dave Jurca * Ed Knodle Jim Milner Dan Quail Christine Spagle Sarah Walkowski **</p>
<p>Communications</p> <p>Bart Clark * Tom Sprandel ** Rick Hellewell [resigned 8/5/19]</p> <p>(3) vacancies to be filled with reporter(s) and photographer</p>	<p>HR</p> <p>Mike Boock Dave Jurca * Susan Shadrick * Ray Sheldon ** Sarah Walkowski *</p>

* Board Member

** Chair

Web Content – Meeting Schedule

Board of Directors	Second Friday of the month	9:30 AM
Amenities & Activities	Monday before board meeting	9:30 AM
ARC	Third Friday of the month	9:30 AM
Communications	Monday before board meeting	1:00 PM
Facilities	Tuesday before board meeting	9:30 AM
Finance	Tuesday before board meeting	1:00 PM
HR	As Required	TBD