

South Bay Community Association  
Communications Committee  
Minutes  
Sept 9, 2019

1. *Call to Order*: Tom Sprandel, chair, called the meeting to order at 1:00 PM.
2. *Quorum*: Present were Bart Clark and Tom Sprandel, members; Mark Torres, GM; Susan Shadrick and Jenise Harper, guests. There were no absent members.
3. *Approval of Agenda*: The agenda was unanimously approved
4. *Approval of Minutes*: Minutes of Aug 5, 2019 were unanimously approved as submitted.
5. *Old Business*:
  - a. *Committee Membership Changes*: Rick Hellewell has resigned as a committee member and remains as webmaster. Bart Clark has been confirmed as a committee member. Jenise Harper has volunteered to join and will be submitted for approval at the next board meeting.
  - b. *Web Updates*: The web page has been updated for board members, committee members and board schedules. Emails for the “Contact Us” section have also been updated.
  - c. *October Articles*: Deadline for submission to the Voice is 9/8/19, the day before the next Communications Committee meeting.
    - *President’s Report*: Ray Sheldon article submitted to PL Voice.
    - *Social Events*: Carol Riley A&A Cmte submitted an article to PL Voice.
    - *Small Quilt Sale*: already being covered by the voice, SBCA will not submit an article. We will follow up with CC eblast as required.
    - *Christmas Decorating and Tree*: Jenise Harper will write for PL Voice, CC eblast will be published as required. We have been requested to seek a 12” tree by late November. Those planning activities in The Bay Club need to be aware that decorating will begin soon and may not be disturbed by their events.
  - d. *November Articles*:
    - PL Voice deadline: Wednesday, October 8<sup>th</sup>
    - Regular articles: President’s Report, GM Report (as req’d), A&A article, Gleanings

e. Prospective Articles:

- *SBCA Collections Practices*: We agreed to seek board approval for a series of articles and eblasts which would notify members of our intent to enforce already approved collection practices. [see attached emails from Jenise Harper and Mark Torres, which were written after the meeting.]

f. *Objectives*: The committee needs a high level examination of our charter and the objectives of both the SBCA and The Bay Club. We agreed that the Com Cmte will ask to join the “Vision” planning session being proposed by the A&A Cmte. Brainstorming:

- Who are we trying to reach?
  - SBCA Members interested in events and facilities
  - SBCA Members interested in board documents and decisions
  - The whole Port Ludlow Community
  - Outsiders and real estate agents seeking to buy property in South Bay
  - People seeking to rent Bay Club facilities
- What channels do we have?
  - PL Voice
  - Bay Club Calendar on <https://www.calendarwiz.com>
  - Constant Contact (eBlast)
  - Bay Club Lobby
  - Web Page <https://plsbca.org/>
  - USPS mail
  - Spokesperson
- What needs improvement?

6. *New Business*: None.

7. *Adjournment*: Meeting Adjourned by unanimous consent at 2:15 PM.

*Next Meeting*: Monday, October 7, 2019 1:00 PM.

Submitted by,

Tom Sprandel

*Attachment*: 9/10/19; “Wording of motion regarding SBCA collections policy”; Jenise Harper

Note: The attachment referred to in the minutes has been intentionally omitted from the web copy. It contains personal email addresses and the content was subsequently amended.

Tom Sprandel 10/11/19