

South Bay Community Association
Communications Committee
Minutes
Oct 7, 2019

1. *Call to Order*: Tom called the meeting to order at 1:02 PM.
2. *Quorum*: Bart Clark member, Jenise Harper member, Tom Sprandel member & chair, Mark Torres GM, Ray Sheldon board president, Susan Shadrick board director were present. There were no absences.
3. *Approval of Agenda*: We added: Changes in Pool Calendar Wording, Specifying GM's Topics for Voice, Posting of Minutes on Web, Recording of Comm Cmte Meetings.
4. *Approval of Minutes*: Minutes of Sept 9, 2019 were unanimously approved.
5. *Old Business*:
 - a. *November Articles*: Deadline for submission to the Voice is 10/8/19.
 - *President's Report*: Ray has an article ready for final formatting and will submit to Tom.
 - *Social Events*: Carol Riley A&A Cmte routinely submits directly to the Voice
 - Jenise requested that articles, including her own, be submitted to Tom who then will collect them and submit them as a batch to Mary Ronen, editor@plvoice.org. Pictures should be submitted, unedited, to Tom.
 - b. *December Articles*: Deadline 8th of November.
 - *PL Voice deadline*: Friday, November 8th. Jenise told us that her deadline is the 10th, so if an article's content changes in a significant way, she is able to kill the article or adjust a specific detail.
 - *President's Report*: Ray agreed that he will summarize important issues and decisions from the most recent SBCA BOD meetings. He will also include his Christmas message in his Nov 8th article.
 - *GM Report*: Mark stated that he can adjust the length of his article to match the needs of the Voice. Jenise said that we have no specific length requirements or limits. Some suggestions for future content include:
 - Pool Calendar wording to comply with ADA requirements
 - Enforcement Policy for Dues Collection as previously approved for e-blast.
 - *Giving Tree*: Susan suggested that an article be included Nov 8th

6. *New Business:*

- *New meeting time:* Future meetings will be from 11:00 AM to 12:00 PM. The A&A Cmte meets for 9:30 AM to 10:30 AM or so, many of our members serve on both committees.
- *Posting of Minutes:* Mark routinely posts BOD and ARC minutes once they reach final draft. Other committee chairs should, at their descretion, send final draft minutes to Rick Hellewell, webmaster, at rhellewell@gmail.com
- *Recording Meetings:* Tom requested permission to record future meeting. He will use the recording to write minutes and will destroy it after the minutes are approve. The proposal was unanimously approved.

7. *Adjournment:* The meeting was adjourned at 1:52 by unaniomous consent.

Next Meeting: Monday, November 4, 2019 11:00 AM.

Submitted by,

Tom Sprandel