

South Bay Community Association  
Communications Committee  
Special Meeting – June 25, 2020  
Draft Minutes

1. *Call to Order:* The meeting was called to order at 10:00 AM
2. *Quorum:* All committee members were present, plus two additional board directors Jurca and Birch.  
Jenise Harper, member; Susan Shadrick, member; Tom Sprandel, member & chair;  
Mark Torres, GM; Ray Sheldon, board president; Bart Clark, member, Bruce Birch, director  
Dave Jurca, director
3. *Approval of Agenda:* It was agreed that the normal agenda would be waived and that we would discuss setting up a series of communications regarding the Covid – 19 situation.
4. *Approval of Minutes:* The minutes from 6/10/20 will be presented at a future meeting.
5. *Old Business:* Not discussed at this meeting.
6. *New Business: Covid 19 Communications*
  - 1) Publication to cover position reached in 6/22/20 Special Board Meeting. It was agreed that the minutes prepared by Bart Clark would be used as the basis for a communication to the members.
  - 2) Following the above, a communication will be prepared using the Q & A format as prepared by Mark Torres. The goal of this communication will be to answer the series of questions that members frequently ask Mark. Secondary goals are to ask members to submit written questions for the annual general meeting, and to invite them to attend the 7/10/20 board meeting.
  - 3) Mark will send out a message focused on asking members to submit questions for the annual general meeting.
  - 4) Proxies and voting submission were also discussed. Mark stated that further communications are required, he will handle them.
7. *Adjournment:* The meeting was adjourned at 10:45 AM
8. *Next Meeting: To Be Announced*

Submitted by,  
Tom Sprandel