

South Bay Community Association
Communications Committee
Draft Minutes
August 3, 2020
Corrections 5a & 6b

1. *Call to Order:* Tom Sprandel called the meeting to order at 1:00 PM.

2. *Quorum:* The following were present, no members were absent.

- Bart Clark, member and President
- Jenise Harper, member
- Susan Shadrick – member
- Tom Sprandel, chair and VP
- Mark Torres, ex-officio member and GM
- Dan and Soozie Darrow, guests
- Buce Parson, guest

3. *Approval of Agenda:* Added 6.d & 6.e

4. *Approval of Minutes:*

June 10, 2020 Minutes, approved

June 25, 2020 Minutes, approved

5. *Old Business:*

a. *Voice Articles*

- o Mark is waiting for the new board to ~~gel~~ get, he will provide the committee lists to Jenise
- o Bart will work directly with Jenise on a President's report

b. *Bay Club Courier*

- o Jenise has material for one more issue,
- o We will do additional issues on an ad-hoc basis

c. *Website Redesign*

- o <https://www.sbca.club> will be the primary public site.
- o <https://www.sbca.io> will become the document storage site
- o Both sites are up. They are under user name, password protection.

6. New Business

a. New Presidents Report to Members – See 5.a above.

b. ~~Communications~~ ~~Communications~~ protocol for complaints

Motion to Board: The GM is authorized to communicate board actions regarding complaints directly to the parties involved. In general board minutes of actions on complaints will serve as the only means of communication to the general membership; the board may make additional communications at its discretion.

c. Document control for website

Motion to Board: The SBCA will post drafts of committee and board minutes on the website within 14 days of meetings. If changes are made during the approval process, the drafts will be replaced with revised versions.

- The communications committee will post minutes from 2019 and 2020 to the the process started
- Need a documents journal
- Need more discussion about CC&R's
- Need a way to add record pages to PDFs (software is available)
- Work with group who are reviewing policies and procedures

d. Elections Communications

Motion to board: Set April 30th 2021 as the deadline for members to declare their intent to run for the next board.

- Communicate frequently.
- Use multiple available media including the Voice, single topic eblasts and the website.
- Publicity to begin no later than February 2021.
- Review bylaws and past practice to ensure compatability.

e. Coordinate with Villages

It is recommended that the SBCA Board initiate meeting with the villages

Discussion: During the last board meeting it was suggested that we make an effort to improve communications with the villages. The primary goals would be to improve understanding of how village and SBCA regulations interact, with particular emphasis on ARC regulations. It was also suggested that there are opportunities to share challenges and best practices on issues such as holding pond maintenance.

- Jenise has gathered information from some of the villages. The information could be used for a Courier article or it could be used on the “Villages” section of the new website. TBD.
- Melanie and Mark will continue to gather data from village boards.

7. Adjournment: The meeting was adjourned at 2:30 PM

NOTE: Our meetings will move to Monday at 1:00 PM in the week before the board meeting. This will give us more time to coordinate with the Voice.

8. Next Meeting: August 31, 2020 1:00pm

Submitted by,
Tom Sprandel