

South Bay Community Association  
Communications Committee  
Draft Minutes  
August 31, 2020

1. **Call to Order:** 1:00 PM

2. **Quorum:** Present were Bart Clark, member and President; Jenise Harper, member; Susan Shadrick member; Tom Sprandel, chair and VP; Mark Torres, ex-officio member and GM. No members were absent.

3. **Agenda:** Agenda was approved unanimously

4. **Minutes:** August 3, 2020 Minutes were corrected for two typos 5a (get gel) & 6b (~~Communications~~ Communications ) an approved as corrected.

5. **Old Business:**

a. Voice Articles

- Bart will do an article.
- Mark will present some details about the parking lot resurfacing.
- Possibility of a dues at end of quarter needs to be discussed. (eblast not Voice)

b. Bay Club Courier

- Jenise has material. She has a photo source. Once a month. 15<sup>th</sup> mid month.

c. Website Redesign:

- <https://www.sbca.io> is available for posting minutes. They can be linked from any webpage.
- Review Bay Club page – Jenise will work with Mark for facilities
- Review Committee page: Susan will verify SBCA committee member names.
- Review Villages page: get village officers and contact info
- Village Websites may be affected by moving or replacing [plsbca.org](https://www.plsbca.org):  
<https://www.plsbca.org/ihvca/index.php>, <https://www.plsbca.org/woodridge/index.php>,  
<https://www.plsbca.org/edgewood/index.php>, <https://fairwoodvillageportludlow.com/>,  
<https://www.olympicterraceone.com/>, <https://www.timberton.org/>

6. **New Business:**

Port Ludlow Village Council has asked us to share Constant Contact opening rates. Mark felt it was okay, but we agreed to alert the board first.

7. **Adjournment:** *The meeting was adjourned at roughly 2:00 PM*

8. **Next Meeting:** September 28, 2020 1:00 PM

Submitted by,  
Tom Sprandel

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Drafted 9/9/2020 5:32 PM