

South Bay Community Association  
Communications Committee  
Draft Minutes -- May 3, 2021

1. **Call to Order:** 1:05 PM
2. **Quorum:** Bart Clark, Tom Sprandel, Mark Torres  
Guests: Christine Spagle, Bill Wight
3. **Agenda:** Approved
4. **Minutes:** Move to approve minutes of April 5, 2021 as drafted 4/7/21
5. **Regular Reports**
  - a. Voice Articles: June Voice
  - b. eBlast:
    - o Announce new website
    - o Announce candidates for the board
  - c. Website Posts
    - o Unpublished <https://www.sbca.club/home/covid-update> (from June 2020)
    - o Leave up until after AGM: <https://www.sbca.club/home/board-openings> (Nominations Deadline)
    - o Post "Meet the Candidates"
    - o Post "Reopening Q&A"
  - d. SBCA Website Redesign:
    - o <https://plsbca.org> redirected to <https://sbca.club>
    - o Backups and "Emergency Instructions" delivered to Mark
    - o Give Secretary FTP access to <https://sbca.io/board>
    - o Give Mark FTP access to both <https://sbca.club/> and <https://sbca.io/>
6. **New Business:**
  - a. Propose motion for better control of minutes:  
Recording secretary to add revision dates after "Submitted by" e.g.:  
Submitted by,  
John Smith  
Drafted: 5/15/21  
Rev 1: 5/17/21  
Rev 2: 5/19/21  
Appd: 6/15/21 or Appd as revised: 6/15/21  
with a suggestion to get responses to the secretary within ? days.
  - b. File name convention:
    - o ~~YYYY-MM-DD\_SBCA-Committee\_Name-of-Documents-Rev-1.docx~~ or
    - o SBCA\_YYYY-MM-DD\_Committee-Minutes-Rev-1.pdf
    - o No spaces, three fields separated by underscore.
7. **Adjournment: 1:44**
8. **Next Meeting:** June 7, 2021 1:00 PM

Submitted by,  
Tom Sprandel, Chair  
Drafted: 5/12/21  
Rev 1: 5/19/21 tgs