

**South Bay Community Association
Communications Committee
Minutes
August 3, 2021**

1. Quorum: Bert Loomis, Janet DeDonato, Tom Sprandel 1:00 pm. Bart Clark joined the meeting at 1:20 pm. Mark Torres was absent, in his absence, Tom Sprandel hosted the meeting on Zoom.

2. Approve Agenda: Approved

3. Approve Minutes: Minutes of July 5, 2021, Rev 1 were approved.

4. Regular Reports:

a. Voice Articles

- Mark Torres had suggested before the meeting that we cover "Election Results" & "TBC Returns to full hours".
- Tom & Janet reported that Gil Skinner is in contact with John Goldwood (SBCA Editor for the Voice) and that Gil will be writing an article.

b. eBlasts: Will be scheduled as the board sees a need for them.

c. Web Articles

- Generally, a new front page article is created every time Mark issues an eBlast
 - Topic: Be Nice to the Bay Club staff (might be better to let it lie)
 - Topic: Coffee at the Club (Tom will post on web page.)
- Tom has designed a page for club activities like "Zumba", "Fly Tiers", etc. The page is ready to be posted as soon as the new schedules are available. Also, we need a private contact email for each group.
- Invite members to attend board and committee meetings: Tom will add a note to the "Schedule" page.
- Discussed the possibility of a special email forwarder that goes only to the board. Decided not to implement right now.

5. New Business:

- Who, if anybody, will become the liaison with PLVC? Tom Sprandel (VP) has filled that role for the last year and Ray Sheldon (Pres) before that. Bert reported that the topic will be discussed by the full board.
- Propose to Board of Directors that members of the Communications Committee shall be:

Janet DeDonato, Chair

Tom Sprandel, Secretary and Webmaster

Gil Skinner, Ex Officio Member

Mark Torres, Ex Officio Member

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6. Member Comments: None.

7. Adjournment: 2:00 pm

Next Meeting: Monday Sept 6, 2021 1:00 pm

Prepared by,
Tom Sprandel

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Rev 1: 8/4/21