

**SOUTH BAY COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE MEETING**

*Monday, August 23, 2021*

1:00 PM AM

***Meeting Minutes***

- 1. Call to order** Meeting was called to order at 1:03 PM
- 2. Determination of a Quorum and Roll Call**
  1. In attendance Janet DeDonato, Tom Sprandel, Lisa Bainter, Dave Jurca and Mark Torres
  2. No members were in attendance.
- 3. Approval of Agenda**
  1. Unanimously approved
- 4. Approval of Meeting Minutes**
  1. Approval of minutes of 8.03.21 meeting. *[Rev 1]*
  2. Unanimously approved.
- 5. Introductions**
  1. Two new committee members Lisa Bainter and Dave Jurca were welcomed.
- 6. Review Committee Charter**
  1. Committee charter was posted on the committee page of the website for review.
- 7. Regular Reports:**
  1. Voice article for September
    1. Gil Skinner will produce the article for the Voice this month by the 9/8 deadline.
  2. Weekly eBlasts
    1. Discussion of weekly e-blasts to include a reiteration of the masking policy and a reminder to refresh you browser to see latest updates.
  3. Website updates
    1. Tom reviewed latest updates to the website and highlighted areas that need to be reviewed.
    2. Discussed the need for a redundancy/succession plan for website maintenance—Tom and Mark are going to work on a plan.
- 8. New Business**
  1. Review Clubs and Activities section of the website
    1. Discussion of the current clubs and activities portion of the site. Mark will review and update information.
  2. Review and confirm standing committee schedules

1. Reviewed and approved the standing committee schedules; Tom will publish. Due to today's communication committee meeting the decision was made to cancel the Labor Day meeting.
3. Discuss how this committee can best support the efforts of the Bay Club GM and staff.
  1. Discussion of what Mark needs from the committee included us drafting specific communication content that he can publish.
4. Overall document review of rules posted on the website to check for inconsistencies and redundancy.
  1. Walked through the ARC Standards section which needs to be review in detail for consistency. Tom and Bill Dennis will schedule a time to talk through it.
  2. Discussion of a broader review of all rules and procedures to be added to a future Board meeting agenda.

**9. Member Comments**

1. None

**10. Adjournment**

1. Meeting was adjourned at 2:00PM

Next Committee Meeting is October 4, 2021

Prepared by Janet DeDonato

DRAFT 8/23/21