

**SOUTH BAY COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING**

Monday, February 28, 2022

1:00 PM

Meeting Minutes

1. Call to order

1. 1:02 PM

2. Determination of a Quorum

In attendance: Janet DeDonato, Tom Sprandel, Dave Jurca (virtual); absent Lisa Bainter

Gil Skinner, Mark Torres, and Christine Spagle

3. Approval of Agenda

1. Approved unanimously.

4. Approval of Minutes from January 31, 2022

1. Approved unanimously.

5. Regular Reports:

1. Voice article being written by Gil Skinner with promote the vote on lot dues, April town hall and upcoming pancake breakfasts.

2. Weekly e-blasts and upcoming communication needs—discussion of e-blasts to promote all upcoming events: pancake breakfast, new member orientation.

3. Website updates:

1. DONE:

1. We are in process setting up an external email server through-
<https://www.daileycomputer.com/> (an SBCA vendor).

2. As a result all the email forwarders on the webpage have been changed from sbca.club to sbca.io.

3. March Committee Schedule is posted as of 2/24
4. Survey Results Article Unpublished 2022-02-25 06:43.
5. Results still available on document repository.
6. New Member meeting posted
7. Pancake Breakfast posted.
8. Art at the Bay Club -- "Shades of Red" -- posted
9. PLPA Concert posted
10. Posted minutes and agendas as received, including several older ARC minutes.

2. TO DO:

1. Post and Link Design Std Rev 7.0
2. Post and Link new committee charters
3. Post larger images of Bay Club Rooms. I have them, just need to post them.

6. New Business

1. Planning for communications to SBCA members about upcoming vote to amend Master Declaration so that vacant lots are subject to dues.
 1. Create and 8-1/2" by 11" trifold mailer to go out with ballots in mid April before the town hall. Have extras available at the pancake breakfasts and town hall.
 2. Send e-blasts in mid March and mid April as a stand alone e-blast; then add reminder to the Monday Updates.
 3. Vote to be held in late May.
2. Reviewed the ad options for associate membership ad to be placed in the PT leader in April. Mark to provide specs; Janet to revise copy to include initiation fee plus \$80 per month paid quarterly.

3. Planning for communications for the town hall to be scheduled for April 27 from 1-3 PM.

1. E-blasts first week in March, mid-March, first week in April and then in the Monday Updates. Janet to draft for review.

4. Discussion of volunteer event in summer tabled for later.

7. Member Comments

1. None

8. Adjournment—at 1:45 PM

9. Next Committee Meeting is April 4, 2022

Prepared by Janet DeDonato, Committee Chair