

**SOUTH BAY COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE MEETING**

Monday, November 1, 2021

1:00 PM

Meeting Minutes

1. Call to order Meeting was called to order at 1:05 PM

2. Determination of a Quorum and Roll Call

1. In attendance Janet DeDonato, Tom Sprandel, Lisa Bainter, Dave Jurca and Mark Torres, Gil Skinner
2. Bill Dennis was also in attendance

3. Approval of Agenda

1. Unanimously approved

4. Approval of Meeting Minutes

1. Approval of minutes of 10.04.21 meeting.
2. Unanimously approved.

5. Regular Reports:

1. Voice article for September
 1. Gil Skinner will produce the Voice article and focus on the new dining options at the Bay Club, the Bylaws Amendment and the Village Presidents' meeting.
2. Weekly eBlasts
 1. Discussion of additional promotional e-blasts regarding the new dining options for November and December.
3. Status of Member Survey

1. Survey to launch 11/12/21 and remain open for one week. We will send a reminder e-blast on Wednesday and again Friday morning. Cutoff period will be 5 PM Friday, 11/19.

4. Website Governance page. Dave Jurca to review edits made so far and give his feedback to Tom Sprandel.

6. New Business

1. Review ARC section of the website

1. Bill Dennis reviewed the edits he knew needed to be made to existing documents in the ARC section, and he and Tom Sprandel made plans to do a thorough review and Tom will then update as they progress.

7. Member Comments

1. None

8. Adjournment

1. Meeting was adjourned at 1:29 PM

9. Next Committee Meeting is November 29, 2021

Prepared by Janet DeDonato, Committee Chair

DRAFT 11.04.21