



The Commons A Condominium Association

Communications Committee Meeting Minutes – 10 November 2008

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia

Members Present

Beth McMichael, Chairperson
Dave Grant, Secretary and BOD Liaison
Robert W. Chapin, Jr., Member

Members Absent

N/A

Others Present

N/A

A. CALL TO ORDER

Beth called the meeting to order at 8:07 P.M.

B. UNIT OWNERS' FORUM (15 Minutes)

No Unit Owners present

C. WELCOME AND INTRODUCTIONS (if Applicable)

N/A

D. APPROVAL OF MINUTES FROM 6 OCTOBER, 2008 COMMITTEE MEETING

ROBERT MADE A MOTION TO ACCEPT THE MINUTES OF THE 6 OCTOBER 2008 COMMUNICATIONS COMMITTEE MEETING. BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- No report.

B. ACTING SECRETARY

- No report.

C. WEBMASTER/BODLIAISON

- Test of the online Repair Request form was a success. However Robert had not received notice of the 2 repair requests generated from the website this November. Dave will forward to Robert for action.
- Dave also reported that he had informed the BOD that Beth McMichael had agreed to remain the Chairperson of the Communications Committee for 2009.

D. COMMUNICATIONS COMMITTEE FINANCES

- B. Robert reported that there is \$101.10 of unobligated funds in the budget for the Communications Committee. Robert added that this was a good position for the Committee to end the year.
- Dave also added that since the annual web hosting fee declined from \$223.41 to \$ 191.40, there is an additional \$42.01 in unobligated funds bringing the total unobligated funds for the Communications Committee for the year to \$143.11. Dave also added that he did not know of any additional expenses for the 2008 budget year and that the overage for 2008 was the reason that the 2009 budget for the Communications Committee was reduced by \$100.00.

F. UNFINISHED BUSINESS

A. Review progression of November's Newsletter articles and dates

- November 08 newsletter file was delivered to PostNet on 8 November.
- Finished newsletter is scheduled for pickup from PostNet on 14 November.
- Newsletter distribution scheduled for 15 November at 10:00 AM at The Cabana.

G. NEW BUSINESS

A. Discuss and assign topics for January 09 newsletter.

- The schedule for the January newsletter is as follows:
 - Articles must be turned in NLT December 22nd.
 - BOD will begin to review articles NLT December 29th.
 - BOD must submit recommendations NLT Jan 4th.
 - PostNet must receive newsletter file NLT January 9th.
 - Pickup of newsletter from PostNet on January 16th.
 - January newsletter delivery on January 17th.
- Communications Committee discussed and agreed that current newsletter production on odd numbered months was the most desirable.
- The following articles will compose the January newsletter:
 - Recap of Holiday Party with pictures and the Holiday family proceeds - Beth.
 - New BOD individual bio articles and individual pictures – Robert
 - Another Dog poop article – Robert.
 - The committee will try to come up with another article to fill the January newsletter, possible a R7R article regarding the length that Holiday decorations are allowed to remain.

B. Purchase/Reimbursements.

- Dave has a reimbursement for a total of \$195.46 for the annual web hosting fee, \$191.40, and for purchase of 4-12 packs of .5l bottled water for The Cabana, \$4.06.

C. Upcoming meeting and important dates

- The next Communications Committee meeting will take place on 1 December at 8:00 PM in the Cabana where the January newsletter articles status will be discussed.

H. ADJOURNMENT

**ROBERT MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;
BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:34 P.M.**

Respectfully submitted

Approved

Date