



The Commons

A Condominium Association

Communications Committee Meeting Minutes – 11 August 2008

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia

Members Present

Beth McMichael, Chairperson
Dave Grant, Acting 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 8:13 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 7 JULY, 2008 COMMITTEE MEETING

DAVE MADE A MOTION TO ACCEPT THE MINUTES OF THE 7 JULY 2008 COMMUNICATIONS

COMMITTEE MEETING WITH CORRECTIONS. ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- No report.

B. ACTING SECRETARY

- No report.

C. WEBMASTER/BOD LIAISON

- No report.

D. COMMUNICATIONS COMMITTEE FINANCES

- No report.

F. UNFINISHED BUSINESS

A. Review status/update for September newsletter

- i. **The following articles have been included in the September newsletter and comments from all BOD members have been received with the exception of the President :**
 1. Ice cream Social event note (16 Aug) with pictures - Beth.
 2. Robert will also do a *Meet Your Neighbor* article on Beth and Chris McMichael.
 3. Kempsville gate update – Robert or Dave (may be a mute point by this time).
 4. Halloween Safety - Dave.
 5. Dave will prepare a *Pest of the Month* article (possible backup article).
 6. Unit Painting update – Robert or Dave.
 7. Upcoming Budget awareness update. – Robert.
 8. Labor Day event article (1 Sept) with pictures – Dave.
 9. Pool entry gate/pool restroom door card access update (possible backup article) – Dave.
- ii. **Timeline for September newsletter is as follows:**
 1. Article status – 4 August.
 2. Article submission – 24 August
 3. BOD newsletter review – 31 August to 7 September.
 4. Newsletter submission to PostNet – 11 September.
 5. Newsletter pickup from PostNet – 19 September.
 6. Newsletter delivery – 9-10:30 AM 20 September. (Beth will not be available but will check with her husband Chris).

G. NEW BUSINESS

A. Purchase Reimbursements.

- i. None.

B. 2009 Communications Committee Budget Recommendation to BOD

C. Upcoming meeting and important dates

- The next Communications Committee meeting will take place on 8 September at 8:00 PM in

the Cabana where the September newsletter article status will be discussed.

H. ADJOURNMENT

**DAVID MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;
ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:32 P.M.**

Respectfully submitted

Approved

Date