



The Commons

A Condominium Association

Communications Committee Meeting Minutes – 14 April 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

None

Others Present

N/A

A. CALL TO ORDER

Beth called the meeting to order at 8:04 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 3 MARCH, 2008 COMMITTEE MEETING

ROBERT MADE A MOTION TO ACCEPT THE MINUTES OF THE 3 MARCH 2008 COMMUNICATIONS COMMITTEE MEETING WITH CORRECTIONS, DAVID SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- None

B. ACTING SECRETARY

- None

C. WEBMASTER

- **New Website Format up and running with BOD approval**
 1. BOD Approved new format and the new safety page which is up and running
- **Working database for integration into website is proposed for installation in early Summer 08**
- **Provided ByLaws, Declaration and R&R MS Word documents to BOD President for use in New Covenants Committee work.**
- **Provided link to Annual Community Yard Sale on Home page**

F. UNFINISHED BUSINESS

A. Condensed/highlighted BOD meeting minutes excerpt posting to Community Bulletin Board

- David will again bring this issue up during the next BOD meeting seeking to have the Communications Committee Sample Board Action Items approved by BOD for implementation.

ROBERT MADE A MOTION TO APPROVE THE SAMPLE BOARD ACTION ITEMS AS AMMENDED; DAVIE SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

B. Proposed new newsletter distribution timeline/schedule.

- BOD needs oversight approval of newsletter articles.
- Proposed new newsletter distribution schedule (odd months) accepted by BOD.

DAVID MADE A MOTION TO APPROVE THE FOLLOWING AMMENDMENT TO THE NEWSLETTER DELIVERY SCHEDULE: ARTICLE DETERMINATION AND ASSIGNMENTS WILL BE MADE DURING THE MONTHLY COMMUNICATIONS COMMITTEE MEETING HELD TWO MONTHS PRIOR TO THE PROPOSED NEWSLETTER DELIVERY MONTH; ARTICLES ARE DUE TO DAVID FOR COMPILATION INTO NEWSLETTER FORMAT BY WEDNESDAY OF THE PRECEEDING MONTH OF THE PROPOSED NEWSLETTER DELIVERY; THE PROPOSED NEWSLETTER FORMAT AND CONTENT WILL BE FORWARDED TO THE BOD FOR APPROVAL

BY THE 4TH WEDNESDAY OF THE MONTH PRECEEDING NEWLETTER DISTRIBUTION; THE BOD MUST COMMENT ON ISSUES PERTINING TO THE NEWSLETTER NO LATER THAN THE 1ST WEDNESDAY OF THE NEWSLETTER DELIVERY MONTH; FINAL FORMAT AND CONTENT OF THE NEWSLETTER WILL BE FORWARDED TO POSTNET FOR PUBLISHING BY THE 2ND TUESDAY OF THE MONTH FOR NEWSLETTER DISTRIBUTION, AND THE NEWSLETTER IS PROPOSED TO BE DELIVERED DURING THE 2ND WEEKEND OF THE PROPOSED DELIVERY MONTH, BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

G. NEW BUSINESS

A. Purchase Reimburses

1. No Communications Committee related Purchase Reimbursements

B. Communications Committee Office Job Descriptions

1. David will bring the approved Communications Committee Officer Position Descriptions the BOD for approval.

DAVID MADE A MOTION TO ACCEPT THE PROPOSED COMMUNICATIONS COMMITTEE OFFICER POSITION DESCRIPTIONS AS AMENDED; ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED

C. Proposed Articles for May Newsletter and BOD approval

1. The newsletter format was accepted with the following caveats:
 - a. Robert will refine the CA Day Takeaways article
 - b. Robert will provide a replacement article for the Just Frugal homeowners tips
 - c. The paragraph pertaining to Pool hours and times of operation will be adjusted after BOD has reached a final decision.

D. Annual Community Garage/Yard Sale

1. Already discussed during Webmaster officer report

ROBERT MADE A MOTION TO ACCEPT THE VERSION 2 FORMAT FOR THE MARCH NEWSLETTER AND TO BRING THE PROPOSED NEW PUBLICATION SCHEDULE TO THE NEXT BOD MEETING FOR FINAL APPROVAL, DAVID SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. Communications Committee Financial Status update

1. Robert suggested that this become a permanent agenda item so that the Communications Committee can adequately track expenditures for the year .

F. Upcoming meeting and important dates

- The committee agreed that the next meeting will be held on 5 May at the Cabana beginning at 8:00 PM.

H. ADJOURNMENT

DAVID MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;

ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:52 P.M.

Respectfully submitted

Approved

Date