



The Commons A Condominium Association

Communications Committee Meeting Minutes – 2 February 2008

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia

Members Present

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

Members Absent

Beth McMichael, Chairperson

Others Present

N/A

A. CALL TO ORDER

Robert called the meeting to order at 8:10 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 5 JANUARY, 2009 COMMITTEE MEETING

ROBERT MADE A MOTION TO ACCEPT THE MINUTES OF THE 5 JANUARY 2009 COMMUNICATIONS COMMITTEE MEETING AS WRITTEN. DAVE SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- No report.

B. ACTING SECRETARY

C. WEBMASTER/BODLIAISON

- February calendar has been posted to Community Bulletin Board.

D. COMMUNICATIONS COMMITTEE FINANCES

- B. No update.

F. UNFINISHED BUSINESS

A. Review progression of March Newsletter articles

- Dave contacted Sharman via email requesting more information about The Uncommon Wine Tasters club and its future meetings.

B. Robert has not started on his articles but knows that the deadline is 21 February.

G. NEW BUSINESS

A. Purchase/Reimbursements.

- N/A

B. March newsletter proposed article responsibilities

- Meet Your Neighbors and Maintenance issues articles - Robert.
- Social Committee events for the year – Beth
- Article explaining Cabana Reservation process and responsibilities. - Beth
- Status of Game night and information article – Beth
- Status of Wine tasters meetings and information article – Dave

C. March newsletter proposed timeline

- Submit articles – 21 February.
- Submit to BOD for approval – February 28
- Provide to PostNet – 13 March
- Pickup newsletter from PostNet – 20 March
- Newsletter distribution - 21 March at 9:00 AM in The Cabana.

D. Upcoming meeting and important dates

- The next Communications Committee meeting will take place on 2 March at 8:00 PM in the Cabana where the status of March newsletter articles will be discussed.

E. Annual PostNet newsletter printing agreement

- Robert will prepare a proposed working agreement with PostNet for a prior agreed price to print The Commons newsletter for 2009 with the following criteria:
 - Six (6) issues (Jan, Mar, May, Jul, Sep, Nov)
 - Each issue will consist of: 125 copies on 2 - 11x14, double-sided (front and back), folded, B&W, solid white paper.

F. New Newsletter advertising rates

- Postponed until Robert talks with PostNet for updated advertising rates and will be brought up at the appropriate BOD meeting.

G. Community Bulletin Board usage by Unit Owners

- Robert will provide an interim answer to Brittany Greenhalgh's question about advertising on the Community Board.
- The issue of advertising on the Community Bulletin Board has been postponed until the February BOD meeting.

H. ADJOURNMENT

**ROBERT MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;
DAVE SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:20 P.M.**

Respectfully submitted

Approved

Date