



The Commons

A Condominium Association

Communications Committee Meeting Minutes – 4 February 2008

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia

Members Present

Vacant Chairperson
Vacant, Secretary
Dave Grant, BOD Liaison
Robert W. Chapin, Jr.

Members Absent

None

Others Present

None

A. CALL TO ORDER

David called the meeting to order at 7:58 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 [DATE OF LAST MEETING]

DAVID MADE A MOTION TO APPROVE THE MINUTES OF THE 7 JANUARY 2008 COMMUNICATIONS COMMITTEE MEETING, ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- N/A

B. SECRETARY

- N/A

F. UNFINISHED BUSINESS

A. Newsletter articles outstanding

- Dog poop article - Robert.
 - a. Robert has submitted an email and attached this short article.
- Bio for new BOD member – Robert.
 - a. Robert is scheduled to interview the subject on 5 February and forward to David NL T 10 February.
- BOD/Maintenance Committee projects for 2008 – Robert
 - a. Robert will compose the article and forward to David NLT 10 February

B. Newsletter articles ready for publication

- Uncommon Tasters Wine Club
- 2007 BOD Accomplishments
- The Commons Holiday Family
- Volunteerism
- Winter heating safety tips
- Preventing winter plumbing problems
- Community awareness
- PostNet Ad insertion

DAVID MADE A MOTION TO ACCEPT THE CONTENT FOR THE FEBRUARY 2008 COMMON INTEREST NEWSLETTER AS PRESENTED, SECONDED BY ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

G. NEW BUSINESS

A. February 2008 newsletter questions and timeline

- PostNet Format
 - A. David will contact PostNet to determine the exact format of the newsletter . After speaking with Dennis Allard of PostNet, the format has been determined to be one B&W 11 x 17" page, double-sided, and folded with no staples.
- PostNet Drop off scheduled via email attachment NLT 12 February by David

- PostNet Pickup by Robert NLT 15 February (David will secure PostNet confirmation of turn around time for printing).
- Newsletter packaging and delivery is scheduled for the weekend of 16 February (David will contact Beth and Chris McMichael who volunteered to assist in packaging and delivery. David will pass bags to Robert for newsletter delivery NLT 9 February).

DAVID MADE A MOTION TO INVESTIGATE THE FEBRUARY 2008 NEWSLETTER QUESTION ANSWERS AND APPROVE THE TIMELINE PRESENTED, ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

B. Condensed/highlighted BOD meeting minutes

- This item has been tabled by Communications Committee, but Robert will continue to seek BOD approval prior to bringing back up to Communications Committee.

DAVID MADE A MOTION TO TABLE THE ISSUE OF THE COMMUNICATIONS COMMITTEE HIGHLIGHTING APPROVED BOD MEETING MINUTES FOR POSTING TO THE BULLETIN BOARD, ROBERT SECONDED THE MOTION WAS ACCEPTED AND ADOPTED.

C. Purchase Reimbursement

- Dave submitted a PR in the amount of \$5.66 from Xpedx Paper & Graphics Store to cover the purchase of hanger bags for delivery of the February 2008 newsletter. Robert reimbursed David from Petty Cash immediately.

D. Proposal of New Chairperson acceptance and approval

- Committee discussed the idea of approaching Beth McMichael the Chair the Communications Committee.

DAVID MADE A MOTION TO APPROACH BETH MCMICHAEL TO SERVE AS CHAIRPERSON FOR THE COMMUNICATIONS COMMITTEE WITH FORMAL INSTALLATION BY THE BOD PRESIDENT; ROBERT SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. Committee Secretary Position

- Committee discussed the possibility of appointing an acting Secretary for the Communications Committee.

ROBERT MADE A MOTION FOR INSTALLATION OF DAVID AS ACTING SECRETARY FOR THE COMMUNICATIONS COMMITTEE; DAVID SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

F. New Website format

- David provided print copy of proposed newly designed and formatted website pages with URL link at bottom for Committee review and comments. David will also provide the same to BOD members for their review and comment at next BOD meeting. Robert suggested sending an email with the link to speed up process. David will be out of town 13 – 19 February so he preferred not to since he will not be able to respond by February BOD meeting. Preferred to present at February BOD meeting with comments due back by March BOD meeting.

H. ADJOURNMENT

**ROBERT MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;
DAVID SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:25 P.M.**

Respectfully submitted

Approved

Date