



The Commons A Condominium Association

Communications Committee Meeting Minutes – 5 January 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 8:05 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 8 DECEMBER, 2008 COMMITTEE MEETING

ROBERT MADE A MOTION TO ACCEPT THE MINUTES OF THE 8 DECEMBER 2008 COMMUNICATIONS COMMITTEE MEETING AS WRITTEN. BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

E. COMMITTEE MEMBER REPORTS

A. CHAIRPERSON

- No report.

B. ACTING SECRETARY

- The Committee discussed issues with items emailed from Beth's McIntosh computer pertaining to accessibility by other Committee members. Beth offered to use another new PC to forward items in the future to other Committee members.

C. WEBMASTER/BODLIAISON

- January calendar has been posted to Community Bulletin Board and the Virginian-Pilot Rat article was taken down.
- Dave also reported that the website has been updated to reflect the new email addresses for Jerry Standridge and Robert Chapin.
- Dave also posted the Holiday Family bulletin to the website.

D. COMMUNICATIONS COMMITTEE FINANCES

- B. Robert informed the Committee that there was a \$206.58 surplus for the 2008 calendar year. Robert also pointed out that there was an \$16.83 deficit in funds dispersed for Communications Committee expenses during the 2008 Calendar year because of an expense for web hosting that was actually incurred in 2007, but not paid until 2008.

F. UNFINISHED BUSINESS

A. Review progression of January Newsletter distribution

- Dave will provide the newsletter file to PostNet by 9 January for pickup by Robert on 16 January.

G. NEW BUSINESS

A. Purchase/Reimbursements.

- N/A

B. March newsletter proposed articles

- 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
- The Committee discussed the merits of a Trash Tote safety article and dismissed its usefulness for inclusion in the March Newsletter (Not much to say except don't take trash totes that aren't yours. Also this is a non-enforceable issue.)

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 February 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

- The issue of updated advertising rates will be brought up at the January 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 will be brought up at the January BOD meeting.

H. ADJOURNMENT

**ROBERT MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;
DAVE SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:58 P.M.**

Respectfully submitted

Approved

Date