



# The Commons A Condominium Association

## Communications Committee Meeting Minutes – 6 April 2009

---

### **Location**

The Commons Cabana  
1400 Pebblebrook Way  
Virginia Beach, Virginia

### **Members Present**

Dave Grant, Secretary and BOD Liaison  
Beth McMichael, Chairperson

### **Members Absent**

Robert W. Chapin, Jr., Member

### **Others Present**

Liu Liu, new Member

### **A. CALL TO ORDER**

Beth called the meeting to order at 8:15 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 2 MARCH, 2009 COMMITTEE MEETING**

N/A

### **E. COMMITTEE MEMBER REPORTS**

#### **A. CHAIRPERSON**

- No report.

#### **B. ACTING SECRETARY**

#### **C. WEBMASTER/BODLIAISON**

- New updates to Website welcome page.

**D. COMMUNICATIONS COMMITTEE FINANCES**

B. No update.

**F. UNFINISHED BUSINESS**

A. N/A

**G. NEW BUSINESS**

A. **Purchase/Reimbursements.**

- N/A

B. **Website database**

- Liu Liu said that he needed the following information to integrate a database with our existing website was:
  - a. What do we want to store in the db?
  - b. What is the size of the db?
  - c. What type of db is available?
  - d. What scripting language(s) are available to work on the hosted website?
- Dave will check with Hostway and discuss with BOD at next meeting and get back to Liu.

C. **Liu was asked to become a regular member of the Communications Committee and he agreed.**

D. **May newsletter article discussion**

- Summer activities (Social Committee) – Beth
- Cabana R&R - Beth
- Pool R&R - Dave
- Pest of the Month – Dave
- Volunteer annual savings - Dave

C. **Beth will contact Robert for article suggestion and timeline**

D. **May newsletter proposed timeline**

- Submit articles – April.24
- Submit to BOD for approval – April 26
- Provide to PostNet – May 8
- Pickup newsletter from PostNet – May 15
- Newsletter distribution – May 16 at 9:00 AM in The Cabana.

E. **Upcoming meeting and important dates**

- The next Communications Committee meeting will take place on 4 M a y at 8:00 PM in the Cabana where the status of March newsletter articles will be discussed.

**H. ADJOURNMENT**

**DAVE MADE A MOTION TO ADJ OURN THE COMMUNICATI ONS COMMITTEE MEETING;  
BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:50 P.M.**

Respectfully submitted

---

Approved

---

Date