



# The Commons A Condominium Association

## Communications Committee Meeting Minutes – 8 December 2008

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### **Location**

The Commons Cabana  
1400 Pebblebrook Way  
Virginia Beach, Virginia

### **Members Present**

Beth McMichael, Chairperson  
Dave Grant, Secretary and BOD Liaison

### **Members Absent**

Robert W. Chapin, Jr., Member

### **Others Present**

N/A

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

Beth called the meeting to order at 8:00 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 10 NOVEMBER, 2008 COMMITTEE MEETING**

BETH MADE A MOTION TO ACCEPT THE MINUTES OF THE 10 NOVEMBER 2008 COMMUNICATIONS COMMITTEE MEETING. DAVE SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED.

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

#### **A. CHAIRPERSON**

- No report.

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

- No report.

**C. WEBMASTER/BODLIAISON**

- December calendar has been posted to Community Bulletin Board.
- Dave also reported that the website has been updated to reflect the 2009 Board of Directors and Committee chairs and members.
- Dave also posted the Holiday Family bulletin to the website.

**D. COMMUNICATIONS COMMITTEE FINANCES**

- B. N/A.

**F. UNFINISHED BUSINESS**

**A. Review progression of November's Newsletter articles and dates**

- Dave has reproduced an article from a previous newsletter and adapted to fit Communications Committee "Inside a Communications Committee Meeting."
- Recap of Holiday Party – OBE (Beth). Beth will contact Lacey to see if it will be possible to get information regarding the Holiday Family as a replacement.
- New BOD individual BIOs and pictures (Robert?). Beth will send an email to remind Robert about his articles.
- Dog poop article (Robert?). Beth will send an email to remind Robert about his articles.
- Dave will investigate a possible article on how long Holiday decorations are allowed to remain.
- Dave will also research an article about the new City of Virginia Beach requirement for residents to register their home security systems with the city.

**B. January newsletter timelines**

- December 22 – submit articles.
- December 29 – submit to BOD for approval
- January 9 – provide to PostNet
- January 16 – Pickup newsletter from PostNet
- Newsletter distribution scheduled for 17 January at 9:00 AM in The Cabana.

**G. NEW BUSINESS**

**A. Purchase/Reimbursements.**

- N/A

**C. Upcoming meeting and important dates**

- The next Communications Committee meeting will take place on 5 January at 8:00 PM in the Cabana where the January newsletter status will be discussed.

**H. ADJOURNMENT**

**DAVE MADE A MOTION TO ADJOURN THE COMMUNICATIONS COMMITTEE MEETING;  
BETH SECONDED THE MOTION WHICH WAS ACCEPTED AND ADOPTED AT 8:15 P.M.**

Respectfully submitted

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Approved

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Date