

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 24 JANUARY 2006

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver, Carol Sotnick

Absent: Judith Zeiger

1. Keith called the meeting to order at 3:05 p.m. at 7499 E Visao Dr; a quorum was present.

2. The minutes of the meeting held December 20, 2005 were approved unanimously as drafted.

3. Following committee review of the second draft of the resident survey, Carol agreed to make changes to the document and return to Keith for distribution. We agreed to include the survey as an insert in the February newsletter to be mailed to all residents. It will also be attached to the e-mail version of the newsletter.

4. The committee reviewed the first draft of the community directory changes provided by Keith, and to include the revised copy as an insert to the March newsletter. Pat agreed to send a revised directory file to all committee members. Carol agreed to seek Board approval for distribution of an encrypted directory file to all residents that request it.

5. We discussed the time line of events leading up to the annual meeting on April 6, and agreed to the following dates:

21 FEB - last date to submit Board applications to the Community Manager

27 FEB - Keith will submit applicant application information to Sheila for inclusion in the annual meeting packet, and to include identical information in the March newsletter

7 MAR - last date for AAM to mail annual meeting packet (30 days prior to annual meeting)

30 MAR - 'Meet the Candidates' night

6 APR - Annual Meeting

6. Keith agreed to provide a Board candidate solicitation poster to Sheila for posting on all bulletin boards no later than February 1.

7. Our next meeting is planned for Tuesday, February 21, at 3 p.m.

8. The meeting was adjourned at 4:10 p.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 21 FEBRUARY 2006

Present: Keith Christian, Joe McDade, Emily Shriver,
Carol Sotnick, Judith Zeiger

Absent: Pat Manion

1. Keith called the meeting to order at 1:35 p.m.; a quorum was present.
2. The minutes of the meeting held January 24, 2006 were approved unanimously as drafted.
3. The committee reviewed the options available for compiling and disseminating the results of the resident survey. Joe and Judith agreed to compile the results and provide them to the committee no later than March 25. The results will be published in the April newsletter and provided to all attending the Bellasera Annual Meeting on April 6.
4. Keith provided a copy of the change pages to the community directory, which will be inserted in the mailed copies of the March newsletter, and attached to the e-mail newsletter recipients.
5. The committee decided to retain the same format as last year for the 'Meet the Candidates' night on March 30. Keith will act as moderator, assisted by Joe, with Pat as an alternate.
6. Judith will assume the mailbox bulletin board posting responsibility for March and April.
7. Our next meeting is planned for Tuesday, March 21, at 3 p.m.
8. The meeting was adjourned at 2:25 p.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 21 MARCH 2006

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver, Carol Sotnick, Judith Zeiger

1. Keith called the meeting to order at 4:05 p.m.
2. The minutes of the meeting held February 21, 2006 were approved unanimously as drafted.
3. The committee discussed the results of the resident survey, and approved the draft report prepared by Keith. The report will be published in the April newsletter.
4. We decided to distribute the electronic version of the community directory with the ad pages removed. The newsletter will ask residents to e-mail <directory@azbellasera.org>. Pat will send two files in response: one with the directory content, another with a password to open the encrypted directory file. Files provided will be PC compatible, unless a Mac version is requested.
5. Pat reiterated his decision to leave the committee after our April meeting. He offered to provide assistance in preparing the 2006 community directory in JUL-AUG, and to simplify parts of our web site in the next month.
6. Our next meeting is planned for Tuesday, April 25, at 3 p.m.
7. The meeting was adjourned at 4:15 p.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 25 APRIL 2006

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver, Judith Zeiger

1. Keith called the meeting to order at 3:05 p.m.
2. The minutes of the meeting held March 21, 2006 were approved unanimously as corrected.
3. Keith and Joe reported that 24 residents had attended the 'Meet the Candidates' night on March 31, and that the format again used for the meeting was successful.
4. Pat reported 25-30 residents had requested a copy of our electronic community directory.
5. Pat informed the committee he has decided to remain on the committee, and continue his work as our web master.
6. Emily will assume the responsibility for posting items on the mailbox bulletin boards in May and June.
7. We plan to discuss the 2006 edition of the community directory at our May meeting.
8. Our next meeting is planned for Tuesday, May 23, at 3 p.m.
9. The meeting was adjourned at 3:45 p.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 23 MAY 2006

Present: Keith Christian, Pat Manion, Joe McDade,
Judith Zeiger

Absent: Emily Shriver

1. Keith called the meeting to order at 3:05 p.m. A quorum was present.
2. The minutes of the meeting held April 25, 2006 were approved unanimously as drafted.
3. The committee made preliminary plans for the 2006 community directory. In order to gauge interest in past sponsors for the directory, Joe agreed to contact the Summit Shopping Center advertisers, and Judith the others, that had ads in the 2005 directory. At our June meeting we will decide the rate per page, and if we need additional ads to cover the production cost. Keith agreed to provide a directory proof copy to Pat, and our advertisers, prior to final print.
4. The committee agreed with the printed newsletter format change proposed by Keith.
5. Pat agreed to eliminate some of the unused buttons on our our web site home page.
6. Our next meeting is planned for Tuesday, June 20, at 3 p.m.
7. The meeting was adjourned at 4:05 p.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 20 JUNE 2006

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver,
Judith Zeiger

1. Keith called the meeting to order at 3:05 p.m.
2. The minutes of the meeting held May 23, 2006 were approved unanimously as corrected.
3. Joe and Judith reported to the committee that of the eight advertisers in the 2005 directory, four have indicated they'll return, three are questionable, one has declined. Joe and Emily agreed to contact several other potential advertisers.
4. We agreed to have all the directory source material (ad copy, spreadsheet and text files) to Pat no later than July 15 so that we'll have a draft copy of the directory available at our next meeting.
5. Pat provided a draft copy of proposed new margins for the directory, and the committee decided on a 5/8 inch margin near the binding.
6. The new mailbox bulletin board posting responsibility schedule is:

JUL-AUG: Pat	JAN-FEB 07: Judith
SEP-OCT: Keith	MAR-APR 07: Emily
NOV-DEC: Joe	
- Keith will be the alternate throughout the period.
7. Keith reported we expect Shawn Meyer (Board rep) to join the committee at our next meeting, planned for Wednesday, July 26, at 6 p.m.
8. The meeting was adjourned at 4:00 p.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 26 JULY 2006

Present: Keith Christian, Pat Manion, Joe McDade, Shawn Meyer, Emily Shriver,

Absent: Judith Zeiger

1. Keith called the meeting to order at 7:05 p.m. A quorum was present.
2. The minutes of the meeting held June 20, 2006 were approved unanimously as drafted.
3. The committee reviewed a draft copy of the 2006 community directory. Changes agreed upon will be included in the final data files Keith will provide to Pat by August 1. Keith agreed to send an e-mail to six of our eight advertisers to proof the ad copy included. Ready for print file will be provided by Pat by August 10. One proof copy will be provided to us by our print vendor prior to the production run.
4. The committee decided on 'Sedona Red' as the color for the directory covers.
5. Pat reported the latest web site use statistics. Keith informed the committee the August newsletter will be six pages, with a picture on page 1.
6. Our next meeting is planned for Tuesday, August 29, at 8:30 a.m.
7. The meeting was adjourned at 7:45 p.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 29 AUGUST 2006

Present: Keith Christian, Pat Manion, Joe McDade, Shawn Meyer,
Emily Shriver, Judith Zeiger

1. Keith called the meeting to order at 8:30 a.m. All committee members were present.
2. The minutes of the meeting held July 26, 2006 were approved unanimously as drafted.
3. Keith reported that the community directory printing has been delayed due to some unexpected software problems, but that resolution is expected this week.
4. The committee decided to distribute the directories at the clubhouse and the guard gate office.
5. No significant web site or newsletter issues were discussed.
6. Keith will be responsible for posting mailbox bulletin board material in September and October.
7. Our next meeting is planned for Tuesday, September 26, at 8:30 a.m.
8. The meeting was adjourned at 8:55 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 26 SEPTEMBER 2006

Present: Keith Christian, Pat Manion, Joe McDade, Shawn Meyer, Judith Zeiger

Absent: Emily Shriver

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.
2. The minutes of the meeting held August 29, 2006 were approved unanimously as drafted.
3. Keith reported that the 2006 Community Directory was available to the community. We agreed that next year we would accept only non-PDF files from advertisers, to eliminate the problem that delayed the printing process this year. We also agreed to offer an electronic version of the directory after the mid-year changes are made in February 2007.
4. No significant web site or newsletter issues were discussed.
5. Our next meeting is planned for Wednesday, October 25, at 8:30 a.m.
6. The meeting was adjourned at 9:05 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 25 OCTOBER 2006

Present: Keith Christian, Pat Manion, Joe McDade, Shawn Meyer, Emily Shriver

Absent: Judith Zeiger

1. Keith called the meeting to order at 8:40 a.m. A quorum was present.
2. The minutes of the meeting held September 26, 2006 were approved unanimously as drafted.
3. Following discussion, the committee agreed to alter its policy for resident name listing in the community directory. This will allow residents in the same house with different last names to be listed together, upon request. Example: Joe Smith and Jane Doe living in the same house would be listed once as "Joe Smith & Jane Doe", and again as "Jane Doe & Joe Smith" in a separate listing.
4. Keith asked each member to bring at least one idea for newsletter improvement to our next meeting, to be used as topics for a brainstorming session.
5. No significant web site issues were discussed.
6. Joe will assume the mailbox bulletin board posting responsibility for NOV-DEC.
7. Our next meeting is planned for Wednesday, November 29, at 8:30 a.m.
8. The meeting was adjourned at 9:15 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION
COMMUNICATIONS COMMITTEE
MINUTES OF MEETING HELD 29 NOVEMBER 2006

Present: Keith Christian, Pat Manion, Joe McDade, Shawn Meyer, Judith Zeiger

Absent: Emily Shriver

1. Keith called the meeting to order at 8:40 a.m. A quorum was present.
2. The minutes of the meeting held October 25, 2006 were approved unanimously as drafted.
3. The committee discussed possible changes to the monthly newsletter. Among the features proposed by members include the following:

- profile of new community members
- regular updates regarding the Lone Mountain Shopping Center
- changing the newsletter to 2 column format
- interview of selected residents
- a page 1 content index for each issue
- pie chart of the BCA annual budget
- regular list of planned and completed community projects
- graph comparing BCA cost per household vs. other communities
- helpful household hints column
- profiling residents with business and commercial interests
- humor column
- a 'my favorite' feature

Keith proposed another review of these topics at our January meeting, to determine which suggestions are practical, and can be implemented.

4. Keith reported the December newsletter printing and mailing would be produced by an alternate process. Due to an increase workload, AAM, LLC would have been unable to get our newsletter mailed until December 15.
5. No significant web site issues were discussed.
6. Judith will assume the mailbox bulletin board posting responsibility for JAN-FEB 2007.
7. Our next meeting is planned for Wednesday, January 17, 2007, at 8:30 a.m.
8. The meeting was adjourned at 9:15 a.m. by unanimous consent.