

Bellasera Community Association
Communications Committee
Minutes of Meeting on January 27, 2010

Present: Keli Ballinger, Dennis Carson, Keith Christian, Joe McDade, Emily Shriver

1. Keith called the meeting to order at 8:40 a.m.
2. The minutes of the meeting held December 2, 2009 were approved unanimously as drafted.
3. The committee decided to produce a printed directory in July of this year.
4. Keith & Emily reported that the new resident/volunteer opportunity table at the New years Day Brunch was relatively successful.
5. Following a discussion on how to better inform the community of projects completed by the Community Manager, we agreed to publish highlight of the monthly management report in the newsletter.
6. Keith indicated the initial personality profile feature in the newsletter will be delayed until March.
7. Following Keli's suggestion, we agreed to solicit inputs from the community for a "Best of" feature in the newsletter.
8. Dennis advised the committee that the community's annual meeting is planned for April 25, at 2 p.m. At our February meeting we agreed to discuss ways of getting more residents involved in the election process.
9. The next meeting of the committee will be on Monday, February 22, 2010 at 8:30 a.m.
10. The meeting was adjourned at 9:20 a.m. by unanimous consent.

Bellasera Community Association
Communications Committee
Minutes of Meeting on March 24, 2010

Present: Dennis Carson, Keith Christian, Joe McDade,
Emily Shriver

Absent: Keli Ballinger

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held January 27, 2010 were approved unanimously as drafted.
3. Dennis informed the committee that four candidates have applied for the four open Board of Directors positions during this year's election. He also explained the changes made to the election process. The committee agreed no further action was required to solicit additional Board candidates.
4. Keith reported on the process he used to produce the March newsletter Personality Profile. Emily agreed to provide the April feature, and Joe, the one for May.
5. The next meeting of the committee will be on Wednesday, April 21, 2010 at 8:30 a.m.
6. The meeting was adjourned at 9:00 a.m. by unanimous consent.

Bellasera Community Association
Communications Committee
Minutes of Meeting on April 21, 2010

Present: Keli Ballinger, Dennis Carson, Keith Christian, Joe McDade

Absent: Emily Shriver

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held March 24, 2010 were approved unanimously as drafted.
3. The committee agreed on responsibility for the upcoming newsletter personality profiles: Joe for May, Keli in June, Keith in July.
4. After discussion, the committee agreed that an upgrade to the community web site would be preferred instead of adding a Bellasera Facebook page. Keli agreed to provide more information at our next meeting.
5. Keith informed the committee a printed community directory will be produced in July, and requested all members suggest any changes desired so that the format can be finalized at our May meeting.
6. Emily is scheduled to assume the mailbox bulletin board posting duties for MAY-JUN.
7. The next meeting of the committee will be on Wednesday, May 26, 2010 at 8:30 a.m.
8. The meeting was adjourned at 9:20 a.m. by unanimous consent.

Bellasera Community Association
Communications Committee
Minutes of Meeting on May 26, 2010

Present: Keli Ballinger, Anne Chernis, Keith Christian,
Joe McDade, Emily Shriver

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held April 21, 2010 were approved unanimously as drafted.
3. Anne Chernis joined the committee as our Board representative.
4. The committee agreed to several directory format changes, and Keith will provide samples and prices for cover materials at our June meeting.
5. We discussed several of the web site sample options provided by Keli, and will continue this deliberation at future meetings.
6. The committee agreed on responsibility for the upcoming newsletter personality profiles: Keli for July, Keith for August, Emily for September, and Joe for October.
7. The next meeting of the committee will be on Wednesday, June 23, 2010 at 8:30 a.m.
8. The meeting was adjourned at 9:20 a.m. by unanimous consent.

Bellasera Community Association
Communications Committee
Minutes of Meeting on June 23, 2010

Present: Keith Christian, Joe McDade, Emily Shriver

Absent: Keli Ballinger, Anne Chernis

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held May 26, 2010 were approved unanimously as drafted.
3. The committee agreed with Keith's recommendations to use Despina Printing -- lowest bid among three -- for the community directory. We also selected the directory cover color, and Keith agreed to add a community street map following the title page.
4. No significant newsletter or web site issues were discussed.
5. Keli is scheduled to assume responsibility for posting items on the mailbox bulletin boards for JUL-AUG.
6. The next meeting of the committee will be on Wednesday, July 28, 2010 at 8:30 a.m.
7. The meeting was adjourned at 9:10 a.m. by unanimous consent.

Bellasera Community Association
Communications Committee
Minutes of Meeting on July 28, 2010

Present: Anne Chernis, Keith Christian, Joe McDade,
Emily Shriver

Absent: Keli Ballinger

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held June 23, 2010 were approved unanimously as drafted.
3. Keith reported 200 copies of the July 2010 community directory were now available, and that an electronic version will be available upon request in September.
4. The committee decided to solicit comments from current Board and committee members to be used in future efforts to encourage residents to volunteer in the community.
5. No significant newsletter or web site issues were discussed.
6. The next meeting of the committee will be on Wednesday, September 29, 2010 at 8:30 a.m.
7. The meeting was adjourned at 9:05 a.m. by unanimous consent.

Bellasera Community Association
Communications Committee
Minutes of Meeting on September 29, 2010

Present: Keith Christian, Bruce Martin, Emily Shriver

Absent: Keli Ballinger, Joe McDade

1. Keith called the meeting to order at 8:30 a.m.
2. The committee welcomed our newest member, Board representative Bruce Martin.
3. The minutes of the meeting held July 28, 2010 were approved unanimously as drafted.
4. Keith reported no responses have been received in response to a recent e-mail soliciting testimonials from current Bellasera volunteers.
5. Election of a new chairperson, and recording secretary, was postponed to our October meeting when more members are present.
6. No significant newsletter or web site issues were discussed.
7. Bruce suggested the committee examine the current charter for our committee, and determine at a future meeting if the committee feels any requirements need to be added or deleted.
8. Keith will assume the mailbox bulletin board posting duty for OCT, with Joe scheduled for NOV-DEC.
9. The next meeting of the committee will be on Wednesday, October 27, 2010 at 8:30 a.m.
10. The meeting was adjourned at 9:10 a.m. by unanimous consent.

Bellasera Community Association
Communications Committee
Minutes of Meeting on October 27, 2010

Present: Keith Christian, Bruce Martin, Joe McDade,
Emily Shriver

1. Keith called the meeting to order at 8:30 a.m.
2. The minutes of the meeting held September 29, 2010 were approved unanimously as drafted.
3. After reviewing the current charter for our committee, we decided no requirements need to be added or deleted.
4. Following discussion, it was determined no eligible members were willing to assume the chairperson duties. Keith agreed to continue as acting chairman until such time that a new chairperson can be elected.
5. Emily was nominated and elected as the Recording Secretary for the committee, and agreed to begin her duties at our December meeting.
6. Joe will assume the mailbox bulletin board posting duty for NOV-DEC.
7. The next meeting of the committee will be on Wednesday, December 8, 2010 at 8:30 a.m.
8. The meeting was adjourned at 9:05 a.m. by unanimous consent.

Bellasera Community Association

Communications Committee

Minutes of meeting of December 8, 2010

Present: Keith Christian, Joe McDade, Emily Shriver

Absent: Bruce Martin

1. The meeting was called to order by Keith who is the interim Chair of the Committee.
2. The Minutes of the meeting on October 27, 2010 were read and accepted.
3. Email Blasts which are messages from the Board President to all residents – following are the options for delivery to residents: A) messages from Dennis to Keith and then broadcast to all residents receiving email information. B) “All List” which presently includes 338 residents and others who have asked to receive the Blasts. C) There is a second list of residents who receive the Minutes of the Board of Directors. D) Currently two hundred eighty (280) residents receive the electronic edition of the Newsletter. This list includes nonresidents as well as ex-residents, realtors, etc. Currently eighty-three receive paper copies. It was decided a second committee member should be an alternate holder of the mail lists, and Joe volunteered.
4. The question of how to attract more committee members was entertained. The following idea was discussed. Each chairperson may write a message requesting new members and the message will be posted on the bulletin boards. The same messages can also be placed in the Newsletter which Keith would do.
5. Discussion followed on the issue of the Pilates group printing an article in the Newsletter each month for several months. The Committee agreed that the articles were more than an announcement of activity and not really intended for the Newsletter.
6. The next meeting will be held on January 26, 2011. The meeting was adjourned at 9:30.

Respectfully submitted,
Emily Shriver