

# FINAL FORM

**MINUTES – BELLAVITA COMMUNICATIONS COMMITTEE** meeting

**13APR2010**

This was a regularly-scheduled meeting of the Committee – **SECOND TUESDAY OF THE MONTH, 11:30, CLUBHOUSE.**

**MEMBERS PRESENT** – Kelley Paterno, Bob Stockinger, Jan Ireland, Chairman Scott Vaughan, Ex-Officio Nancy Triggs, Board Contact Bill Burdick. Also, soon-to-be-appointed new member Sarah Barnett.

**MEMBERS ABSENT** – none

**CALL TO ORDER** – Chairman Scott Vaughan

**MINUTES** – from prior meeting on 09MAR10, which Secretary Jan Ireland had electronically circulated for corrections, were officially adopted.

## OLD BUSINESS

### How names are added/removed from Bellavita roster

Nancy removes names of residents no longer here from the list, with sufficient justification. Some residents don't establish contact with the Clubhouse, after moving in, and don't let the Clubhouse know they are moving out. Kelley supplies Block Captains with special forms for updating info on those who move in or out, and specifically asks Block Captains to let her know about changes. There are 53 Block Captains now. Bill suggests that Kelley sort her Excel list once a quarter, by street, then compare it to Nancy's official list.

### Databases maintained at Bellavita

Four databases are maintained, actually five (Kelley maintains two). The Clubhouse itself maintains three. Nancy's personal list is in Outlook, and she maintains and uses that one herself. Bill's Excel roster is an outstanding compilation, missing only email addresses (which could be added in another entry on Excel). It can be sorted by all vets; all women; all men; and all houses. The Committee discussed whether a MASTER database would be possible. Bill has looked into Microsoft Live, where Microsoft's computers would store all the data and issue a password to users, which could then be shared with appropriate people. Nancy expresses concern that entries could be made by anyone with access (leading to inept or inaccurate changes). Jan expresses concern about Microsoft as a constant hacking target. Nancy mentions putting the database on a website, as a PDF file (so inaccurate or unauthorized changes could not be made). Jan favors a Bellavita resident (such as Kelley) maintaining a database. For the moment, the Committee will proceed with Kelley as the "Database Lady." Scott offers to help Kelley in any way possible.

### Block Captains update

The first meeting of Block Captains (at Scott's house) was very well-attended and lauded. The first project went extremely well, with very few problems.

### Advertising Directory

Still in the organizing stage. Bill sees the possibility of selling ads in it - \$200-300 for six months of being on the website. Bill has extensive experience in sales. (One project involves providing free register tapes to HEB, and charging local advertisers \$700 a month to have their names/businesses printed on the back of that register tape.)

## **NEW BUSINESS**

### **Block Captain Motivation**

Block Captains are enthused and positive. To maintain that enthusiasm, perhaps a meeting once a quarter would be good. Kelley also suggests some way of identifying Block Captains – such as a “star” on their Bellavita nametags – that would show appreciation for their hard work, and allow new residents to find them more easily.

### **Needs of Community**

Nancy states that most residents get the newsletter online and prefer it that way. Kelley feels we may need to do more for new residents. In the past, Nancy assigned a “mentor” to a new resident, who was supposed to get tickets from the Clubhouse for the next occurring event, and shepherd that new resident into the community. Program fizzled. The Community Relations Committee actually specifically has the “welcome” function for new residents, but Block Captains are being trained to help funnel that information to Kelley.

### **Needs of Community supportable?**

Resales of homes do not necessarily go through the Clubhouse office. The HOA sends out a payment book to every new resident, perhaps we could piggyback on that with an invitation? Chris (in sales office) sends copies of closings scheduled to Nancy, but not all homes close these days. Nancy could let Kelley know when she gets information about closings.

### **New Committee Members**

Sarah Barnett, Thordean Campbell – pending official appointment from the Board. Current members are technically awaiting reappointment also.