

FINAL

BELLAVITA COMMUNICATIONS COMMITTEE MEETING MINUTES

November 9, 2010

The regularly scheduled second Tuesday of the month meeting of the Committee was held at 11:30 in the Arts and Crafts room of the Clubhouse.

MEMBERS PRESENT – Chairman Thordean Campbell, former Chairman Scott Vaughan, Ex-Officio Nancy Triggs, Board Contact Bill Burdick, and Block Captain Coordinator Kelley Paterno

MEMBERS ABSENT – Bob Stockinger and Sarah Barnett

GUEST - Carol Barber

CALL TO ORDER – Chairman Thordean Campbell

MINUTES – from prior meeting October 12, 2010, which were electronically circulated for corrections, were officially adopted. Since Secretary, Sarah Barnett was absent, Kelley Paterno was asked to take the minutes.

OLD BUSINESS

COMPUTER ACQUISITION AND TRAINING FOR RESIDENTS BY 1ST QTR. 2011

The classes to train Residents on how to access the BellaVita website will begin in January, 2011. Sign-up sheets are available at the club house front desk. Training will be strictly limited to accessing the community website – no email or other training to be given.

BLOCK CAPTAIN ROUTES

Kelley Paterno reported that all the Block Captains (except one) have stated that they are okay with the number of houses on their route. Since the one block captain has not responded to email or phone calls, it is assumed that she is satisfied with her assignment.

The Block Captains will be asked to make one more distribution this calendar year. A letter from the Board, Veterans material, and New Year's Eve information will be included. After discussion of the best delivery date, the Committee settled on November 19th so that the distribution would not interfere with Thanksgiving week.

The handouts will all be available on November 18 so the Committee will meet in at 11:00 a.m. that day to assemble the packets. Thordean Campbell will purchase the zip lock bags and markers. It was agreed that Committee Members will print the names of the Block Captains or the street address on the zip lock bags on November 18th. Bill Burdick and Scott Vaughan will publish information in their prospective

emails about the availability of the packets for Block Captains to pick up at the Clubhouse. Kelley Paterno will contact all Block Captains.

MONTHLY NEWSLETTER/ADVERTISING WEB PAGE UPDATE

Scott Vaughan presented information from Trey DeVillier, who publishes other monthly newsletters in the area. The cost for a four (4) page newsletter without postage is \$389 per month. The cost including postage would be \$624 a month. Nancy Triggs stated that that would only require selling two ads to cover the majority of the costs and that several of the medical facilities have already expressed interest in purchasing ads. She reported that she would contact potential subscribers and get the project moving forward.

NEW BUSINESS

GUIDELINES

President, Ron Gerlach has asked for written Guidelines for the Communication Committee, Signage, Block Captains, and the Daily News. The following responsibilities were assigned for the preparation of the guidelines.

Guidelines for Communication Committee-Thordean Campbell

Guidelines for Block Captains-Kelley Paterno

Guidelines for Daily News-Scott Vaughan

Guidelines for Signage-Unassigned

Since the responsibility for the Signage has been turned over to the Facilities Committee, it was suggested that the Facilities Committee prepare the Guidelines in order to prevent overlap. Bill Burdick will contact Ron Gerlach on this issue.

There being no further business, the meeting was adjourned.