

Communications Committee
Wednesday, September 21, 2016
CSA Main Conference Room
Meeting Minutes

Co-Chairman Barry Barth presided over the meeting in Chairman Michael Tucker excused absence. He called the meeting to order at 11:00 a.m. in the main conference room of the CSA Building.

1. **Call Meeting to Order**

Present:	Barry Barth Frank Jeffreys	JR Richardson Rich Speer	Mary Reagan
Absent:	Dave Borghesi Michael Tucker	Charlie Miner Beverly Serral	Cary Corbitt
Ex-Officio	Mark Griffith		
Staff:	Amanda Sutcliffe-Jones Victoria Shanahan Jeanne Pearse	Bret Martin Toby McSwain	Beau Barnett David Henderson

2. **Co-Chairman's Comments**

Mr. Barth asked the Committee Chairmen to provide their list on key activities in a timely fashion.

3. **Committee/Staff Update Comments**

The partial list of the committees activities were included in the committee's package. No additional questions or comments were made.

4. **Topics for Discussion**

- a. **ASPPPO President/CSA Chairmen Recently Distributed Letters** – ASPPPO President Charlie Miner's letter on the goals of ASPPPO and Mark Griffith's letter to property owners addressing rumors on CSA raising assessments and other mis-information were both well received. Mrs. Sutcliffe-Jones said the email with Mr. Griffith's letter had the highest "open percentage rate" (68%) than any other information circulated in 2016. Mr. Griffith said he had received emails in response to the his letter and only 3-4 of them were negative, the remainder were positive and supportive of CSA.
- b. **September Community Coffee Update** – The new format for the Community Coffee meeting was well organized and very informative. It was suggested to continue with a 45 minute informational meeting followed by a 15 minutes Q&A session. Another suggestion was to change the name of the meeting to tie in with the website and members were asked to continue thinking about a new name that promoted transparency or the purpose of the meeting. It was noted that the October 5th open meeting would be held in the evening from 5:30 to 6:30 p.m.

- c. **CSA Weather Related Response** – Mr. Barth and the committee members commended Amand Sutcliffe-Jones for disseminating the information so quickly and providing all the updates to keep the property owners informed. Toby McSwain and Beau Barnett were also commended for their departments’ quick response to all the issues that arose.
- d. **Election/Meet the Candidates Forum** – The deadline for property owners to run in the election by petition is October 1st. The election forum will be held on October 19th from 2:00 to 4:00 p.m. Richard Matthews will be joining the incumbent board members on the ASPPO Ballot and for the CSA Board election, only the incumbents will be on the ballot unless petitions are received from other property owners for either board. No petitions have been received as of this date.

Three questions will be provided to the candidates prior to the forum and their responses will be timed during the meeting.

- e. **Latest Rumors** – This was discussed earlier in the meeting.
- f. **Website Development Update** – Rule Murdi, a contractor from Charleston SC has been selected as the developer for the website. Amanda Sutcliffe-Jones is collecting and organizing all the data for the new site which should be done by the end of the year.
- g. **Confirmation Station Update** – Confirmation Station should be done by mid-October and will be implemented in conjunction with the website.
- h. **Voices of Sea Pines Discussion** –The Voices of Sea Pines group has their own website and discussion was held on a very well written article published in the Island Packet.
- i. **Community Directory Discussion** – CSA is legally responsible to provide upon request, a list of its members with their names and mailing addresses.. A community directory is still in the exploration stage and its success is largely based on the number of property owners who are willing to participate. If a community directory were to be implemented, property owners can be aksed to “opt in” to provide their email address to create a directory.
- j. **Communications Policy** – The following three main portions of the Communication policy had been submitted to the committee for review, comments and changes:
 - 1. Release of Records Policy
 - 2. Email Communications Policy
 - 3. SeaPinesLiving.com Website Policy

Some further changes were made during the meeting and Mr. Speer made a motion to request the CSA Board approve the above policies as amended. The motion was seconded by Mr. Barth and was unanimously passed.

- 5. **Open Committee Discussions**
No further discussion was held.

6. **Adjournment** - With no further business, Mr. Speer made a motion to adjourn and JR Richardson seconded the motion and the meeting adjourned at 12:00 p.m. The next meeting is scheduled for Wednesday, October 19, 2016 at 11:00 a.m. in the main conference room of the CSA Building.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Barry Barth". The signature is fluid and cursive, with a long horizontal stroke at the end.

Barry Barth
Co-Chairman