

## Community Services Associates, Inc.

### Communications Committee Meeting

June 15, 2021

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A regular meeting of Community Services Associates, Inc., (CSA), Communications Committee, was held on Tuesday, June 15, 2021, via videoconference.

**Present from the Communications Committee, were:** David Ellis, CSA Director, Chair; Angela Pedraza, Member; Mary Jo Weber, Member; Michael Wolfe, Member

**Absent from the Communications Committee, were:** Barbara Erny, Member; Larry Movshin, CSA Chair

**Present from Community Services Associates, Inc., were:** Sam Bennett, President; Amanda Sutcliffe Jones, Director of Communications, Sandra Archer, Executive Administrator and Stephanie Fera, Communications Coordinator

### Call to Order

The meeting was called to order by David Ellis, Chair, at 11:01 a.m., Eastern time.

### Establishment of Quorum

With the majority of Committee Members in attendance, quorum was met.

### Chair Remarks

David Ellis greeted the committee and announced that the recommendations from the May Communications Committee Meeting were brought to the Executive Committee and it was decided that the Resolutions found in the Board Packet will be posted on the CSA website prior to the CSA Board Meeting.

### Old Business

#### Ratify Approval – Committee Meeting Minutes, May 11, 2021

A motion was made by David Ellis, to support the resolution, “Ratify Approval – Committee Meeting Minutes, May 11, 2021”. The motion was seconded and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Communications Committee ratified approval of the Committee Meeting Minutes, May 11, 2021, as finalized by email”.

### New Business

#### Website Update

Amanda Sutcliffe-Jones gave an update on the Sea Pines CSA website redesign. The website update is in the final stage of completion and includes a more simplified format as well as an easier to navigate Property Owner section. We are anticipating to launch in 7-10 business days and the announcement will be made in our weekly email communication.

#### Current Communications Update

- CSA Board of Directors Election is in progress. Applications are due back by August 1, 2021. We are looking forward to moving to an online voting platform for this election.
- We are adding rules and regulation reminders to our communications. Reminder that E-bikes and pedal assist bikes are not allowed in Sea Pines has been a recent focus.
- Wildlife in Sea Pines is very active right now. We have added a link in our weekly email that goes to our wildlife resources found on seapinesliving.com.

Review Meeting Schedule

The next Communications Committee Meeting is scheduled for Tuesday, September 14<sup>th</sup> at 11:00 AM.

Open Discussion

A discussion was held about the recent CSA Board approvals of the Confidentiality Acknowledgement and Committee Guidelines that were brought forth by the Governance Committee.

Adjournment

With no further business to come before the Committee, David Ellis made the motion to adjourn the meeting at 11:40 a.m. The motion was seconded and unanimously carried. The next regularly scheduled meeting of the Communications Committee, is Tuesday, September 14, 2021, 11:00 a.m., via videoconference.

Respectfully Submitted,

A handwritten signature in blue ink that reads "David W. Ellis".

David Ellis, Chair