

Community Services Associates, Inc. Communications Committee Meeting Minutes

September 15, 2020 11:00 AM

On Tuesday, September 15, 2020 a regular meeting of the Community Services Associates Inc., Communications Committee was held via Zoom Teleconference.

Roll Call

Present: David Ellis, Chairman Angela Pedraza

Lawrence Movshin, Ex-officio Michael Wolfe

Absent: Barbara Erny

Staff Present: Sam Bennett, Sea Pines CSA President, Amanda Sutcliffe-Jones, Director of Communications, Stephanie Fera, Communications Coordinator, Sandra Archer, Executive Administrator

Call to Order

The meeting was called to order by David Ellis, Chairman at 11:00 AM.

Verify Quorum

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

Ratify Approval of the May 13, 2020 Meeting Minutes

A motion to ratify approval of the May 13, 2020 Communications Committee meeting minutes was made by Michael Wolfe. The motion was seconded by Angela Pedraza and unanimously carried.

New Business

Amanda Sutcliff-Jones presented New Communications projects to the Communications Committee

I. Communication Improvements

Reviewed Sea Pines CSA Logo and colors, improvements made to the weekly community email, and updated print materials.

II. Sea Pines CSA Quarterly Snapshot

Presented newly created "Quarterly Snapshot" which would be a Sea Pines CSA quarterly update in a digital format and sent out to the community via email as well as posted to SeaPinesLiving.com and Sea Pines Living Facebook page. Target date for the first one is October 1, 2020. The committee supported the idea and plan to discuss the success of the piece at the next meeting on 11/3/20 to see if this will be an on-going production.

III. SeaPinesLiving.com Webpage Update

Reviewed the planned changes and updates to the Property Owners webpage on SeaPinesLiving.com with the goal of making it easier for Sea Pines CSA members to find items such as board agendas, meetings, minutes, financials, etc.



Member Comments

- I. A discussion was held about comments circulating on Facebook in regards to recent legal matters. Larry Movshin stated that on the advice of counsel, Sea Pines CSA does not comment on open litigations.
- II. A discussion was held about transparency and Committee meeting minutes being posted in a timely manner. Michel Wolfe is to put together a Resolution on a timeline for the posting of committee minutes and will present to the Communications Committee at the next meeting scheduled for 11/3/2020.

Meeting Adjournment

With no future business before the committee, the meeting was adjourned at 12:13 PM by Chairman David Ellis.

Respectfully Submitted,

Dow W. Eller

David Ellis, Chairman