

Community Services Associates, Inc.
Communications Committee Meeting Minutes
May 13, 2020
11:00 am

On Wednesday, May 13, 2020 a regular meeting of the Community Services Associates Inc., Communications Committee was held via Zoom Teleconference.

Roll Call

Present: David Ellis, Chairman Barbara Erny
Lawrence Movshin, Ex-officio Michael Wolfe

Absent: Angela Pedraza

Staff Present: Sam Bennett, 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 11:03 am.

Verify Quorum

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

Ratify Approval of the 2020 Communications Committee Charter

A motion to ratify approval of the 2020 Communications Committee Charter was made by Michael Wolfe. The motion was seconded by Barbara Erny and unanimously carried.

NEW BUSINESS

2020 Communications Committee Meeting Dates

A discussion was held about how COVID-19 has changed the priorities of CSA communications. Monthly letters to the community from CSA President, Sam Bennett and CSA Board Chairman, Larry Movshin should be continued. It was suggested that communications from CSA contain transparency on lost revenue, budget adjustments and how costs are being cut due to COVID-19. Sam Bennett noted that we most likely won't have concrete numbers until June. David Ellis asked that members of the committee bring questions and/or comments on what they are hearing around the community to the next meeting.

Meeting Adjournment

With no future business before the committee, the meeting was adjourned at 11:30 am by Chairman David Ellis.

Respectfully Submitted,



David Ellis, Chairman