

**Community Services Associates, Inc.**  
**Communications Committee Meeting Minutes**  
May 15, 2019  
11:00 AM

On Wednesday, May 15, 2019 a regular meeting of the Community Services Associates, Inc. Communications Committee was held at the Sea Pines Community Center, Meeting Room #2.

**Roll Call**

Present:	Barry Barth, Chairman	Bill Johnson	Dan Lieberman
	Lawrence Movshin	Becky Pardue	James Richardson
	Scott Richardson	Stu Rodman (via ph.)	Paula Scanlon
	Michael Tucker	Kathy Wilcox	Mark Griffith, Ex-Officio
Absent:	Cary Corbitt	Jim Kaskie	Charlie Miner
	Beverly Serral	Bill Tucker	

Staff Present: David Henderson, Director of Special Projects and Operations, Bret Martin, CSA President, Jean McElroy, Communications Coordinator, Toby McSwain, Director of Safety and Security, Amanda Sutcliffe-Jones, Director of Communications

**Call to Order**

The meeting was called to order by Barry Barth, Chairman at 11:00 a.m.

**Verify Quorum**

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

**Ratify Approval of the February 19, 2019 Meeting Minutes**

A motion to ratify approval of the February 19, 2019 Communications Committee meeting minutes was made by Larry Movshin. The motion was seconded and unanimously carried.

**Approval of the 2019 Communications Committee Charter**

With no changes made to the 2018 Communications Charter, a motion was made by JR Richardson to accept the 2019 Communications Charter as presented. The motion was seconded and unanimously carried.

**Review of Committee Reports**

Barry Barth established that all committee chairs had submitted their 3E's report. There were no questions from the floor. The reports will be posted on the website: [www.seapinesliving.com](http://www.seapinesliving.com).

**UNFINISHED BUSINESS**

**Review of digital newsletter, ad rates and schedule for 2019.**

A task force was formed to investigate the option of opening the ads to include businesses outside the Sea Pines gates. The task force includes: Scott Richardson, Bill Johnson and Barry Barth.

**NEW BUSINESS**

**Update on Sea Pines CSA Wildlife Safety Awareness Campaign**

Amanda Sutcliffe-Jones stated that the Wildlife Guide is anticipated to be released in digital format mid to end of June. An outreach program will be presented sometime after the guide has been in circulation for a while.

**Update on Community Guidebook and Distribution**

The Community Guidebook continues to be distributed to new owners via a thumb drive, along with a digital Sea Pines Road and Attractions Map and a link to the video, *Celebrate Sea Pines*.

Amanda Sutcliffe-Jones announced that we would be putting in place an orientation program that would include a physical meeting with a group of new owners, Board members and staff. No timeline was set.

#### **Communications Committee Meeting Schedule Review**

The next meeting of the Communications Committee will be September 10, 2019.

#### **Referendum Communications Review**

Amanda Sutcliffe-Jones explained the process of re-sending ballots to those who did not receive their first mailing. She stated that the second issuance could be by email.

The procedure for the call outs to be placed by the Get Out to Vote Committee was outlined.

#### **Update on ABDI**

Toby explained how the APP for Sea Pines would benefit property owners.

#### **Adjournment**

With no future business before the committee, the meeting was adjourned at 11:58 pm by Chairman Barry Barth.

Respectfully Submitted,

A handwritten signature in cursive script that reads "B. C. Barth".

Barry Barth, Chairman