



COMMUNICATIONS COMMITTEE

Meeting Agenda

February 3, 2020 @ 10:00 AM
VWOA Conference Room
12395 Military Drive West, San Antonio, TX 78253

- 1) Call to order
- 2) Roll call
- 3) Adopt and Approve Agenda
- 4) Approval of minutes from the last Communications Committee Meeting
- 5) Old Business
 - a) VWOA Website Review and Update: All Members - Open
 - Community Maps
 - Board Minutes
 - b) VWOA Anti-Littering Campaign: All Members - Open
 - c) Improving Communications Strategy: All Members – Open
 - d) VWOA Monthly Newsletter: All Members - Open
 - e) **“What’s the Buzz Around Westcreek”** update: Bill Fenstermacher - Open
 - f) Security Concern with Signed Minutes on the Web: Francis Lomax and Heather Mallia – Open
 - g) Posting of Committee Minutes on website – Francis Lomax & Heather Mallia
- 7) New Business
 - a)
- 8) Next Meeting March 2, 2020 @ 10:00 AM
- 9) Adjournment

VWOA Communications Committee Meeting Minutes

February 3, 2020

In attendance

Chairman Bill Fenstermacher, Francis Lomax, Joyce Oliver, Guy Oliver, Coral Fathy, Michelle de Jongh, and Heather Mallia

Excused

Gene Hopkins, Barbara Hopkins

The meeting was called to order at 10:05 AM

Adopt/Approve Agenda

The committee approved today's agenda.

Review/Approve Previous Minutes

The minutes from the January meeting were approved electronically by the committee members, signed and submitted to the Board. There are no additional changes.

Old Business

- a) VWOA Website Review and Update:
 - Bill Fenstermacher said he redid the maps so they should be good for the website.
 - The July Board minutes still are missing.
 - Bill Fenstermacher asked the staff to send flyers to Michelle de Jongh to proofread before they send them out.

- b) Anti-littering Campaign: Christine Kennedy is working on the model release form. The next step will be to get the kids who will be participating.

- c) Improving Communication Strategy: Bill Fenstermacher noted that there were more Next Door comments about the Board or Community Manager not responding to their messages. However, he determined that it is more of an internal issue that the Board and office will have to address.

- d) March newsletter ideas:
 - There should be something from the Nominating Committee
 - Bios of nominated candidates

- e) What's the Buzz Around Westcreek: Two have been sent out so far. Bill Fenstermacher said he explained to the staff that they can use it like a template, leaving the heading and just changing the details. So far the staff hasn't done it that way. He said he will review it with them again.

- f) Security Concerns with Signed Minutes on the Web: Heather Mallia reported that the Board agreed with this Committee's suggestion of putting Board Meeting and Committee meeting minutes online but without signatures. Instead of signatures, it would say, "signed copies are in the office." **This subject is now closed.**
- g) Posting of Committee Minutes on Website: Currently, committee minutes are attached to Board Meeting minutes. Heather Mallia said the Board is fine with those minutes being posted on the website. Bill Fenstermacher said that since each committee has its own web page, their minutes could be posted there. This would start with 2020 going forward. Any committee recommendations to the Board would be written so that they stand out from the rest of the minutes, making them easy to find. **This subject is now closed.**

New Business

No new business was reported.

Adjournment

Joyce Oliver motioned to adjourn at 10:29 AM. Coral Fathy seconded. All present were in favor. Meeting adjourned. Next meeting will be on Monday, March 2, 2020.

Submitted: February 17, 2020

//Signed//

Michelle De Jongh
Communications Committee Secretary

//Signed//

Bill Fenstermacher
Communications Committee Chair