BOCA WEST
MASTER ASSOCIATION

**COMMUNICATIONS COMMITTEE MEETING**
**Monday, August 14, 2023 2:00 P.M.**

**Minutes**

In attendance: Steve Jonas, Chair, Ed Locker, Liz Rome, Len Rashkin, Maury Rogoff, Carol Goldberg and Judy Romanow. Susan Kantor, Barry Roberts and Gary Nath were absent. Elaine Wittlin, President BWMA, was present. Alyssa Martinez, Executive Assistant, was also in attendance.

Mr. Jonas called the meeting to order at 2:00 P.M. and established a quorum. The July 6, 2023 meeting minutes were approved as written.

**Committee Introductory Remarks**
Mr. Jonas, the newly appointed Chair, thanked the Committee for their efforts on the Welcome Book. He informed them of the Committee expectations and objectives.

**Status of the Welcome Book**
Mr. Jonas informed the Committee about the urgency to move the Welcome Book to production. Each Committee member received a copy of the latest proof of the Welcome Book. Mr. Jonas advised that they should review it and email their suggestions, edits and photos to him by close of business Tuesday, August 15 as he would like to go to print on Wednesday, August 16. A version of the Welcome Book will be mailed to all residents including Non-Equity Members. Mrs. Wittlin explained the importance and urgency to finish the Welcome Book and move to print so Security will have a presentable booklet for new member orientation as soon as possible.

**Strategic Planning for Upcoming Publications**
Mr. Jonas reported that he would like to have the Committee focus on the Outlook newsletter to be published every quarter. He will be assigning responsibilities to each member and asked the them to contact him to let him know where they can best apply their expertise. Mrs. Wittlin asked the Committee to focus on their assigned responsibilities and informed them that the other BWMA Committee Chairs have their own communications they send to the community. Mr. Jonas recommended the content to consist of an article from the President, Committee Chairs, "What's Going On…?" article, and post high level information regarding traffic violations and ACC Violations.

**Adjournment**
With no further business to discuss, the meeting was adjourned at 3:10 P.M.

Next Meeting Date: Thursday, October 19, 2023 @ 3:00 PM

Respectfully submitted,

Steve Jonas, Chair

8-17-23
Date