

**MEMORIAL NORTHWEST HOA  
Website and Social Media Committee Meeting  
MINUTES**

**Monday, February 1, 2016**

**6:30 p.m.**

**PRESIDING:** Jamie DeLoatche, Committee Chairman

**LOCATION:** Memorial Northwest Clubhouse

**PRESENT:** Michelle Eubank, Pamela Evans and Jay Jackson

**ABSENT:** Rebecca G. and Lynne Sanders

**I. CALL TO ORDER**

Jamie called the meeting to order at 6:30 p.m. and thanked everyone for attending.

**II. NEW BUSINESS**

- A. Jamie announced that Lynne Sanders will help with the monthly newsletter and serve as a liaison to the printing company (Champions).
- B. Committee members discussed if the website was ready to be launched and what needed to be done to get the website ready before the February HOA meeting on February 2, 2016.
- C. Jay taught the committee how to upload new content to the website.
- D. Jay also talked to the committee about the various website sections and which information should be included in each section.
- E. The committee discussed the importance of obtaining content for the website. The committee discussed the idea of asking the HOA Committees to provide website content.
- F. The committee discussed the importance of bringing over the archives from the old website to the new website. The committee also discussed the importance of posting forms and documents (governing documents) on the website for all to access.
- G. The committee decided that the old HOA website would re-direct to the new HOA website after the February HOA meeting.
- H. Feature article content ideas were discussed.
- I. HOA Board of Directors headshot details were discussed. It was decided that the photographer, **Karen**, (?) would take the photos at the February HOA meeting and receive photo credit on the website.

### **III. PREPARATIONS FOR NEXT MEETING**

The committee discussed that it would decide on its next meeting in the very near future.

### **IV. ADJOURNMENT**

The meeting was adjourned at 8:19 p.m.