



COMMUNICATIONS COMMITTEE

July 13, 2017

The meeting of the Communications Committee was held on Thursday, July 13, 2017 and was called to order at 2:00 p.m. by Chair Gould in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. W. Gould, Chair	Ms. I. Heinrichs
	Ms. P. Snowden, Vice Chair	Mr. R. Stone
	Mr. T. Dodero	Ms. L. Stone, Ex-Officio

Also Present:

- Mr. R. Ankeny, Executive Director
- Ms. C. Miller, Director of Finance
- Mr. P. Bristow, Security Services Director
- Ms. K. Roberts, Publications Manager
- Mr. D. Fabian, IT Systems Analyst
- Mrs. L. Whitlock, Recording Secretary
- Mrs. J. Reed, GRF Representative, Mutual Four
- Three Shareholders/Members

Chair Gould greeted and welcomed everyone to the Communications Committee meeting and introduced Foundation members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Communications Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to

exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in August 2017.

CHAIR'S ANNOUNCEMENTS

Chair Gould welcomed the Committee members, guests and staff, including Paul Lazear, FFT CEO; GRF President, Linda Stone; Executive Director, Randy Ankeny; Director of Finance, Carolyn Miller, Security Services Director, Paul Bristow; Kelly Roberts, Publications Manager; Daniel Fabian, IT Systems Analyst and Recording Secretary, Laura Whitlock.

APPOINTMENT OF VICE CHAIR

Chair Gould nominated Ms. Snowden for Vice Chair. There being no further nominations, Ms. Snowden was declared Vice Chair of the Communications Committee, by acclamation.

APPROVAL OF MINUTES

The ITS Committee and Publications Committee meetings minutes of May 1, 2017 meeting were approved as presented.

NEW BUSINESS

Server Upgrades and Enhancements

Paul Lazear, CEO of FFT discussed the needed purchases and upgrades for the IT Department.

After a brief discussion, Vice Chair Snowden MOTIONED, seconded by Mr. Dodero and unanimously carried by Committee members present –

TO approve and forward to the Finance Committee for financial review/approval and then to the Board for final approval, the purchase of the following items: 1) one VMware vSphere 6.5 license and labor (\$3,550); 2) Twelve (12) high-capacity hard-drives and labor (\$7,200); and 3) Seven (7) Windows Server 2016 Standard licenses, one Exchange license, 150 CAL licenses, 15 RDS licenses and labor (\$25,300). The total for this request is \$36,050, which will be charged to the IT Operating Budget, 6481000-34.

CORRESPONDENCE

Publications Manager provided the following member column submissions for the Committee's review.

Nick Massetti: After a discussion regarding Mr. Massetti's column, Vice Chair Snowden MOTIONED, seconded by Ms. Heinrichs and carried with one "No" vote from Mr. R. Stone –

TO accept Mr. Massetti's submission for the Community Column, with modifications as recommended by the Committee. Mr. Massetti is to resubmit his column to the Publications Manager.

Donna Gambol: After a brief discussion regarding Ms. Gambol's column, Chair Gould MOTIONED, seconded by Vice Chair Snowden and carried with one "No" vote from Mr. R. Stone -

TO send a "thank you" letter to Ms. Gambol and advise her that some of the information she submitted in her column will be used for a future article about wildlife in Leisure World.

Chair Gould also requested to place on next month's agenda, the replacement of Policy 2810-36, "Community Submissions."

OLD BUSINESS

Publications Manager and IT Systems Analyst reviewed the updates to the LWSB (Leisure World, Seal Beach) website. After a brief discussion, Chair Gould requested for staff to forward the link of the proposed updated website for review and bring back to next month's meeting.

NEW BUSINESS**New Calendar Proposal**

Publications Manager presented the concept of a 12-month calendar with photos and opportunities to sell ads. After a brief discussion, Mr. Doderer MOTIONED, seconded by Mr. R. Stone and carried with one "No" vote from Vice Chair Snowden –

TO approve the concept of the 12-month calendar and direct staff to move forward with its development.

Surveillance Cameras – RV Lot

The Security Services Director reported that the RV Lot is in need of surveillance cameras for any possible investigations resulting from theft, accidents or vandalism, as the existing cameras were removed.

He would like to respectfully request the purchase of a replacement surveillance system, which will include six (6) HDIP cameras with vandal proof housing and night vision up to 150 feet; and one (1) DVR for local recording and one monitor, at a cost not to exceed \$6,100.

After a brief discussion by staff and the Committee members, Mr. Dodero MOTIONED, seconded by Ms. Heinrichs and unanimously carried by Committee members present –

TO approve the non-budgeted Capital request for the purchase of a replacement surveillance system for the RV Lot, at a cost not to exceed \$6,100, and forward to the Finance Committee for financial approval, then to the Board for final approval.

STAFF REPORTSITS Systems Analyst

The ITS Systems Analyst reviewed his annual operating budget (CC34) and monthly reports as presented in the agenda packet.

Publications Manager

The Publications Manager reviewed her annual operating budget (CC36) and monthly reports as presented in the agenda packet.

Executive Director

The Executive Director provided information and updates throughout the meeting.

PRESIDENT'S COMMENTS

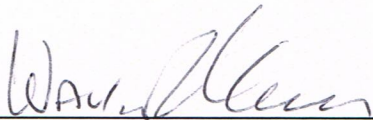
President Stone congratulated Chair Gould for a job well done. (Left meeting at 4:10 p.m.)

COMMITTEE MEMBERS COMMENTS

Four Committee members spoke on the proceedings of the Committee meeting.

ADJOURNMENT

Chair Gould adjourned the meeting at 4:15 p.m.

A handwritten signature in cursive script, appearing to read "Wayne Gould", is written above a horizontal line.

Wayne Gould, Chair
COMMUNICATIONS COMMITTEE

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RECAP OF MOTIONS AND ACTIONS TAKEN AT THE COMMUNICATIONS COMMITTEE MEETING

MOTIONS

- Chair Gould nominated Ms. Snowden for Vice Chair. There being no further nominations, Ms. Snowden was declared Vice Chair of the Communications Committee, by acclamation.
- The ITS Committee and Publications Committee meetings minutes of the May 1, 2017, were approved as presented.
- **TO** approve and forward to the Finance Committee for financial review/approval and then to the Board for final approval, the purchase of the following items: 1) one VMware vSphere 6.5 license and labor (\$3,550); 2) Twelve (12) high-capacity hard-drives and labor (\$7,200); and 3) Seven (7) Windows Server 2016 Standard licenses, one Exchange license, 150 CAL licenses, 15 RDS licenses and labor (\$25,300). The total for this request is \$36,050, which will be charged to the IT Operating Budget, 6481000-34.
- **TO** accept Mr. Massetti's submission for the Community Column, with modifications as recommended by the Committee. Mr. Massetti is to resubmit his column to the Publications Manager.
- **TO** send a "thank you" letter to Ms. Gambol and advise her that some of the information she submitted in her column will be used for a future article about wildlife in Leisure World.
- **TO** approve the concept of the 12-month calendar and direct staff to move forward with its development.
- **TO** approve the non-budgeted Capital request for the purchase of a replacement surveillance system for the RV Lot, at a cost not to exceed \$6,100, and forward to the Finance Committee for financial approval, then to the Board for final approval.

ACTIONS

- Chair Gould requested for staff to forward the link of the proposed updated website for review and bring back to next month's meeting.
- Meeting adjourned at 4:15 p.m.