

CHAIR'S ANNOUNCEMENTS

Chair Gould greeted and welcomed everyone to the Communications Committee meeting and introduced Foundation members, guests and staff, including GRF President, Linda Stone; Carole Damoci, GRF Vice President; Executive Director, Randy Ankeny; A/Publications Manager/Recording Secretary, Laura Whitlock; and IT Systems Analyst, Daniel Fabian.

APPROVAL OF MINUTES

The meeting minutes of the September 14, 2017 meeting were approved with corrections.

SHAREHOLDERS COMMENTS

One shareholder/member spoke on an item pertaining to the agenda.

CORRESPONDENCE

Mike Maher, Mutual Three

Chair Gould read Mr. Maher's correspondence regarding removal of trees on mutual property. No action taken.

Jack Carrigan, Mutual One

Chair Gould read Mr. Carrigan's correspondence dated October 2, 2017. The Committee reviewed and briefly discussed. No action taken.

UNFINISHED BUSINESS

File Maker Pro Sales Database Upgrade

After a brief discussion regarding the upgrade of the current File Maker Pro software in the Sales Department, it is the consensus of the Committee, to place this item on hold for further discussion. Vice Chair Snowden also volunteered herself as an advisor regarding this matter. No action taken.

Policy Management Software

Margaret Gillon, Mutual Twelve President and Daniel Fabian, IT Systems Analyst both provided the Committee with a demonstration of possible Policy Management Software systems. After a brief discussion, GRF President Stone stated that ultimately, it would be staff's decision to determine the Policy Management Software.

It is the consensus of the Committee for staff to make the appropriate determination for the Policy Management Software system.

Server Upgrade Project – Update

ITS Systems Analyst provided the Committee an update and status report of the Server Upgrade Project. No action taken at this time.

NEW BUSINESSMetro Newspaper ADV (Carl's Jr.)

Staff reported that Metro Newspaper ADV was the agency of record for Carl's Jr. regarding advertising in GRF publications and has filed bankruptcy on April 5, 2017. Because of this action, their account went into default and is more than 90 days past due.

Staff is requesting approval to write-off the remaining balance of \$1,725 of Metro Newspaper ADV's account and forward to the Board for final approval.

After a brief discussion, Mr. R. Stone MOTIONED, seconded by Mr. Crossley and unanimously carried by committee members present –

TO approve to write-off the remaining balance of \$1,725 of Metro Newspaper ADV's account and forward to the Board for final approval.

In-Focus 2018 Calendar – Photo Selection

Staff provided for the Committee's review, photos submitted by shareholders for the 2018 Calendar, "In Focus". Staff also provided a voting sheet for the Committee members to use to indicate their selections. The result of their selections will be provided at the next Committee meeting. No action taken.

POLICIESPolicy 2825-36 – Special Columns

After a brief discussion of Policy 2825-36, Special Columns, it is the consensus of the Committee to forward this policy to the Policy Rewrite Committee for edits.

Policy 2840.01-36 - Subscriptions

The Committee reviewed Policy 2840.01-36 regarding subscription mailing service of the LW Weekly. Staff stated that to date, there are only six subscriptions of our newspaper. The Executive Director further stated that with the newspaper being available online, this policy might be unnecessary.

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

TO rescind Policy 2840.01-36 –Subscriptions and forward to the Board for final approval.

Policy 5050-34 – Digital Billboards

The Committee reviewed Policy 5050-34, Digital Billboards, which allows shareholders to submit requests to staff to create announcements/flyers on the GRF Digital Billboards throughout the community.

After a brief discussion, Mr. Dodero MOTIONED, seconded by Mr. R. Stone and unanimously carried by Committee members present –

TO forward Policy 5050-34, Digital Billboards, to the Policy Rewrite Committee for the purpose of determining cost recovery and time.

STAFF REPORTS

Executive Director

The Executive Director provided information and updates throughout the meeting.

IT Systems Analyst

The IT Systems Analyst provided his reports as presented in the agenda packet.

(Mr. Dodero excused at 2:45 p.m.)

Publications Manager

Staff provided her reports as presented in the agenda packet.

PRESIDENT’S COMMENTS

President Stone thanked Margaret Gillon for her presentation and staff for their presentations reports.

SHAREHOLDER COMMENTS


There were two shareholders who made comments.

COMMITTEE MEMBERS COMMENTS

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

ADJOURNMENT

Chair Gould adjourned the meeting at 3:00 p.m.

A handwritten signature in black ink, appearing to read "Wayne Gould", written in a cursive style.

Wayne Gould, Chair
COMMUNICATIONS COMMITTEE

law 10.24.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE COMMUNICATION
COMMITTEE MEETING****MOTIONS**

- **TO** approve the meeting minutes of September 14, 2017, with corrections.
- **TO** approve to write-off the remaining balance of \$1,725 of Metro Newspaper ADV's account and forward to the Board for final approval.
- **TO** rescind Policy 2840.01-36 –Subscriptions and forward to the Board for final approval.
- **TO** forward Policy 5050-34, Digital Billboards, to the Policy Rewrite Committee for the purpose of determining cost recovery and time.

ACTIONS

- It is the consensus of the Committee, to place the item of the File Maker Pro Sales Database Upgrade on hold for further discussion. Vice Chair Snowden also volunteered herself as an advisor regarding this matter.
- It is the consensus of the Committee for staff to make the appropriate and final determination regarding the Policy Management Software system.
- Staff also provided a voting sheet for the Committee members to use to indicate their photo selections for the 2018 In-Focus Calendar. The result of their selections will be provided at the next Committee meeting.
- It is the consensus of the Committee to forward Policy 2825-36, Special Columns to the Policy Rewrite Committee for edits.
- Mr. T. Dodero was excused at 2:45 p.m.
- Chair Gould adjourned the meeting at 3:00 p.m.