



COMMUNICATIONS COMMITTEE

August 10, 2017

The Communications Committee meeting was held on Thursday, August 10, 2017 and was called to order at 1:00 p.m. by Chair Gould in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

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

Absent: Mr. T. Dodero

Also Present: Ms. L. Stone, GRF President
Mr. R. Ankeny, Executive Director
Ms. C. Miller, Director of Finance
Ms. K. Roberts, Publications Manager
Mr. D. Fabian, IT Systems Analyst
Mrs. L. Whitlock, Recording Secretary
Mrs. J. Reed, GRF Representative, Mutual Four
Two 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; Kelly Roberts, Publications Manager; Daniel Fabian, IT Systems Analyst and, Laura Whitlock, Recording Secretary.

APPROVAL OF MINUTES

The Communications Committee minutes of the July 13, 2017 meeting were approved as presented.

CORRESPONDENCE

After a brief review of the five pieces of correspondence received by the Committee, Mr. McGuigan MOTIONED, seconded by Ms. Snowden. After further discussion, Mr. McGuigan requested a CALL TO QUESTION. The motion carried with one "No" vote from Mr. Stone –

TO accept all correspondence received by the Committee "as is" for publication.

OLD BUSINESS

2018 Budget Proposal (Cost Centers 34 & 36)

The Director of Finance reviewed Cost Centers 34 and 36 with Committee members. Mr. McGuigan MOTIONED, seconded by Mr. Stone and unanimously carried –

TO approve the 2018 Budget Proposal and forward to the Finance Committee, then to the Board for final approval.

Website Updates

The Publications Manager and ITS Systems Analyst reviewed the proposed updates to the current Leisure World website.

Following a discussion, Chair Gould suggested a Website Update Work Study be created. Vice Chair Snowden and GRF President, Ms. L. Stone volunteered to participate in this Work Study.

It is the consensus of the Committee for staff to move forward in the direction they are going with updating the website.

Chair Gould also requested a notification to the GRF board members seeking volunteers for the Work Study.

Calendar Project

Publications Manager provided three calendar layout samples of the Calendar for the Committee to review.

After a brief discussion, it is the consensus of the Committee to select the following for the Calendar Project: 1) Option #1 for the calendar format with a “notes” section; 2) Size of Calendar – 8.5” and 3) Name of the Calendar, “In Focus.”

POLICIES

It is the consensus of the Committee to review the following policies at the next scheduled meeting:

- Policy 2810-36: Community Submissions;
- Policy 2811-36: News Coverage of Candidates Running for GRF Board or Public Office; and
- Policy 2840.7-36: News Photos

STAFF REPORTS

ITS Systems Analyst

The ITS Systems Analyst reviewed his monthly reports as presented in the agenda packet.

Publications Manager

The Publications Manager reviewed her monthly reports as presented in the agenda packet.

Executive Director

The Executive Director provided information and updates throughout the meeting.

PRESIDENT’S COMMENTS

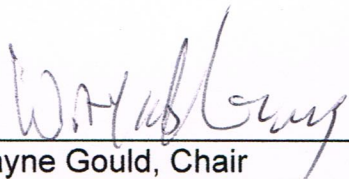
President Stone congratulated Chair Gould for a job well done.

COMMITTEE MEMBERS COMMENTS

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

ADJOURNMENT

Chair Gould adjourned the meeting at 3:44 p.m.



Wayne Gould, Chair
COMMUNICATIONS COMMITTEE

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RECAP OF MOTIONS AND ACTIONS TAKEN AT THE COMMUNICATIONS COMMITTEE MEETING

MOTIONS

- The Communications Committee minutes of the July 13, 2017 meeting were approved as presented.
- **TO** accept all correspondence received by the Committee “as is” for publication.
- **TO** approve the 2018 Budget Proposal and forward to the Finance Committee, then to the Board for final approval.

ACTIONS

- It is the consensus of the Committee for staff to move forward in the direction they are going with updating the website.
- It is the consensus of the Committee to select the following for the Calendar Project: 1) Option #1 for the calendar format with a “notes” section; 2) Size of Calendar – 8.5” and 3) Name of the Calendar, “In Focus.”
- It is the consensus of the Committee to review the following policies at the next scheduled meeting: Policy 2810-36: Community Submissions; Policy 2811-36: News Coverage of Candidates Running for GRF Board or Public Office; and Policy 2840.7-36: News Photos
- Meeting adjourned at 3:44 p.m.