



COMMUNICATIONS COMMITTEE MINUTES

January 11, 2018

The Communications Committee meeting was held on Thursday, January 11, 2018, 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 | Mr. T. Dodero |
| | Ms. P. Snowden, Vice Chair | Mr. R. Stone |
| | Mr. R. Crossley | Ms. L. Stone, Ex-Officio |

Absent: Mr. S. McGuigan
Ms. I. Heinrichs

Also Present: Ms. L. Stone, GRF President
Mr. R. Ankeny, Executive Director
Ms. N. Chigireva,
Mr. D. Fabian, ITS Systems Analyst
Mrs. L. Whitlock, Communications OPS Coordinator
Mr. B. Lukoff, GRF Treasurer, Mutual Fourteen
Two Shareholders/Members

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 ADR 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 February 2018.

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; Executive Director, Randy Ankeny; Communications & Technology Director, Nataly Chigireva; IT Systems Analyst, Daniel Fabian and Communications OPS Coordinator, Laura Whitlock.

APPROVAL OF MINUTES

The meeting minutes of the January 11, 2018 meeting were approved with corrections.

SHAREHOLDERS COMMENTS

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

CORRESPONDENCE

Ken Stone

The Committee reviewed correspondence from Mr. Ken Stone regarding his missing mother. After a brief discussion, it is the consensus of the Committee to possibly consider the necessity of writing a policy regarding this matter. No action taken.

UNFINISHED BUSINESS

Server Upgrade - Update

Ms. Fabian provided the Committee with the Server Upgrade update report and answered questions. No action taken.

FileMaker Pro / Sales Software Update

Ms. Chigireva reported that she and staff have reviewed several software packages and will be providing an update at the next scheduled meeting. No action taken.

Broadband Speed Upgrade – Company-wide

Mr. Fabian reported that there is a need to increase the Internet speed, company-wide. He also reported he is working on a contract and will provide an update and contract at the next scheduled meeting for the Committee's approval. No action taken.

News Office Awning

Mr. Ankeny reported that the awning for the News Office has been approved by the Architectural, Design and Review Committee and is scheduled for installation. No action taken.

Axxerion Update

Mr. Ankeny provided an update on the progress of Axxerion. After a brief discussion, Mr. R. Stone MOTIONED, seconded by Mr. T. Dodero and passed with one recusal from Mr. R. Crossley –

TO temporarily shut down the Axxerion Project and take the necessary corrected action.

Motion passed by Committee members present and one recusal by Mr. R. Crossley

NEW BUSINESSSpotlight Magazine

Ms. Chigireva reported that the News Department is preparing to publish the 2018 Spotlight Magazine. She also reported she will provide options for the magazine cover for the Committee's review and selection. No action taken.

2018 Publications Timeline

Ms. Chigireva provided the 2018 Publications Timeline for the Committees' review and information. She also mentioned she will be working on the redesign of the Leisure World Map.

After a brief discussion, it is the consensus of the Committee to direct staff to increase the font-size of the date on the LW Weekly and add the printing date on the maps, mini-bus schedule and other printed publications.

2018 Information Technology Timeline

Mr. Fabian presented the 2018 Information Technology Timeline for the Committee's review and information and answered questions. No action taken.

Wikipedia, Leisure World, Seal Beach – Content

Mr. Ankeny provided a copy of Leisure World, Seal Beach content of Wikipedia to the Committee for their review and information. He also requested the Committee's

approval of staff updating the Leisure World, Seal Beach content page and forward to the Board.

After a brief discussion, it is the consensus of the Committee to allow staff to move forward with his recommendation.

Selection of the 2018 Telephone Directory Cover

Ms. Chigireva reported that the 2018 Telephone Directory is ready for print and would like the Committee to select the cover for the Telephone Directory.

Ms. Chigireva presented the following options for the Committee to review and choose from: 1) Photo of the Astrolabe; 2) Photo of the Golf Course; and 3) Photo of the El Camino Real Bell.

After a brief discussion, it is the consensus of the Committee to select Option #1 – Photo of the Astrolabe.

STAFF REPORTS

Executive Director

Mr. Ankeny provided information and updates throughout the meeting.

IT Systems Analyst

Mr. Fabian provided his reports as presented in the agenda packet.

Communications & Technology Director

Ms. Chigireva provided her reports as presented in the agenda packet.

PRESIDENT'S COMMENTS

President Stone thanked staff for their presentations reports. She also mentioned she is impressed with Ms. Chigireva's presentation.

SHAREHOLDER COMMENTS

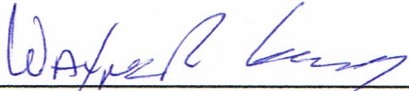
There were two shareholders who made comments.

COMMITTEE MEMBERS COMMENTS

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

ADJOURNMENT

Chair Gould adjourned the meeting at 3:06 p.m.

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

Wayne Gould, Chair
COMMUNICATIONS COMMITTEE

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