



## **IT COMMITTEE MINUTES**

### **July 17, 2018**

The regular meeting of the IT Committee was called to order at 1:00 p.m., by Chair Snowden, on Tuesday, July 17, 2018, in the Administration Conference Room, followed by the Pledge of Allegiance.

#### **ROLL CALL**

Present: Ms. P. Snowden, Chair                      Ms. R. Winkler  
              Mr. P. Pratt                                        Ms. L. Stone, Ex-Officio  
              Mr. D. Stone

Also Present: Mr. R. Ankeny, Executive Director  
                  Mr. D. Fabian, IT Systems Analyst  
                  Ms. C. Miller, Director of Finance  
                  Ms. S. Hopewell, GRF Representative, Mutual Six  
                  Ms. M. Kmiecik, Recording Secretary  
                  2 Shareholders/Foundation Members

#### **CHAIR'S ANNOUNCEMENTS**

Chair Snowden welcomed Committee members, and recognized the attendees – GRF President Linda Stone, Executive Director Randy Ankeny, IT Systems Analyst Daniel Fabian, Director of Finance Carolyn Miller, and Recording Secretary Marcy Kmiecik.

#### **RULES OF ORDER**

Chair Snowden asked everyone to turn off or silent their cell phones, wait for their turn to speak, and be courteous to one another.

#### **CHAIR'S REPORT**

Chair Snowden had no report to present at the time of the meeting.

#### **APPROVAL OF MINUTES**

There were no minutes presented.

#### **STAFF REPORTS**

IT Systems Analyst

The IT Systems Analyst provided the Committee with the updates on current projects as presented, and commented on the items pertaining to the Committee's area of purview throughout the meeting.

Following a brief discussion, Ms. Snowden MOTIONED, seconded by Mr. Stone and carried unanimously-

**TO** transfer the Leisure World Website correspondence report to the Communication Committee and recommend removing the sender name and add an additional column to include what department each message is forwarded to.

Following further discussion, Ms. Snowden MOTIONED, seconded by Ms. Winkler and carried unanimously-

**TO** discontinue distribution of the Leisure World website correspondence report.

It was the consensus of the Committee that the IT System Analyst staff report no longer include constant contact reports and website statistics, and should be transferred to the Communication Committee.

After continued discussion, it was the consensus of the Committee that the IT Systems Analyst bring back to the next meeting a software expiration schedule.

(Chair Snowden called for a break at 2:25 p.m.)

(Chair Snowden called the meeting back to order at 2:40 p.m.)

#### Executive Director

The Executive Director commented on the items pertaining to the Committee's area of purview throughout the meeting.

#### **SHAREHOLDER/ MEMBER COMMENTS**

There were no shareholders/members comments offered.

#### **CORRESPONDENCE**

There was no correspondence presented at the time of the meeting.

#### **UNFINISHED BUSINESS**

##### Axxerion – Update

Following a brief discussion, Ms. Snowden MOTIONED, seconded by Mr. Stone and carried unanimously-

**TO** recommend the GRF Board discontinue further development of inventory management, material purchase orders, and work orders

and continue to use Axserion for service purchase orders, which is fully implemented, until a new system is in place.

**NEW BUSINESS**

Ratification of Vice Chair

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

Microsoft Dynamics GP

The IT Systems Analyst coordinated a presentation with Carol Simonson and Erik Vigesaa from Boyer and Associates to discuss Microsoft Dynamics GP.

It was the consensus of the Committee to bring back additional Dynamic consultant options and include a Yardi presentation at the next Committee meeting.

Workstation and Windows 10 Upgrades

Following a brief discussion, Ms. Winkler MOTIONED, seconded by Mr. Pratt and carried unanimously-

**TO** recommend to the Finance Committee approve the non-budgeted purchase of 10 employee workstations (\$4,500), 10 solid state hard drives (\$1,500), and 55 Windows 10 licenses (\$2,750) for a total cost of \$8,750.

(Ms. Stone excused herself at 3:05 p.m.)

Disaster Recovery Plan – Off Site Backups

Following a brief discussion, Ms. Winkler MOTIONED, seconded by Mr. Pratt and carried unanimously-

**TO** begin backing up all information to the cloud using Backblaze service for \$600/year with \$100 in contingencies for a total cost of \$700/year to be charged against GL 6485500-34, Record Retention.

FFT Support Service Contract

The IT Systems Analyst provided an update on the FFT Support Service Contract.

Copy Machine Contract

Following a brief discussion, Ms. Snowden MOTIONED, seconded by Mr. Pratt and carried unanimously-

TO recommend the GRF Board exchange the 951 copier in Stock Transfer for a newer model, and extend the lease to July 2022 to align with the 2060 copier, at the same monthly cost of \$1,211.50.

2018/2019 Budget Assumptions

The Director of Finance presented the first draft of the 2018-2019 operating budget for cost center 34 –Information Technology Services. It was the consensus of the Committee to review and bring back any questions to the August Committee meeting.

GRF Mission Statement and 2019 Goals

Chair Snowden presented the GRF Mission Statement and 2019 Goals.

**POLICIES**

5118-34 – Information Technology Service (ITS) Committee Charter

It was the consensus of the Committee to review and bring this item back to the next Committee meeting.

**PRESIDENT'S COMMENTS**

The president had no comments.

**SHAREHOLDERS/ MEMBERS COMMENTS**

There were no shareholders/member comments.

**COMMITTEE MEMBER COMMENTS**

Four Committee members spoke on the items pertaining to the Committee's area of purview.

**ADJOURNMENT**

Chair Snowden adjourned the meeting at 4:02 p.m.



---

Paula Snowden, Committee Chair  
Golden Rain Foundation