



IT COMMITTEE MINUTES August 21, 2018

The regular meeting of the IT Committee was called to order at 1:00 p.m., by Chair Snowden, on Tuesday, August 21, 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. N. Ray, Stock Transfer Manager
 Ms. S. Hopewell, GRF Representative, Mutual Six
 Ms. R. Winkler, GRF Representative, Mutual Ten
 Mr. B. Lukoff, GRF Representative, Mutual Fourteen
 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

The July 17, 2018 regular meeting minutes were approved, as 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.

It was the consensus of the Committee to request the IT Systems Analyst bring back to the next Committee meeting a detailed patch management log from Fully Functional Technology (FFT), and look into a Service-Level agreement with FFT.

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

Yardi Presentation

The IT Systems Analyst coordinated a presentation with Sr. Account Executive Nate Nelson, Director of Programming Deborah Brown, and Application Solutions Consultant Lisa Hargrave from Yardi.

Following the presentation, it was the consensus of the Committee to request the IT Systems Analyst coordinate additional Yardi presentations for staff and collect feedback.

(Chair Snowden called a break at 2:35 p.m. and resumed at 2:50 p.m.)

Microsoft Dynamics GP

It was the consensus of the Committee that the IT Systems Analyst bring to the next Committee meeting a side by side comparison of Yardi and Microsoft Dynamics.

2018-2019 Budget Assumptions – 2nd Draft

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

TO refer the proposed 2019 budget, for Cost Center 34, to the Finance Committee, for review.

Workstation and Windows 10 Update

The IT Systems Analyst provided an updated on this project during the staff report section of the agenda.

Copy and Supply Machine Upgrade

The IT Systems Analyst provided an updated on this project during the staff report section of the agenda.

Cloud Backups- Disaster Recovery Plan

The IT Systems Analyst provided an updated on this project during the staff report section of the agenda.

NEW BUSINESS

Software Expiration Schedule

The IT Systems Analyst presented the software expiration and payment schedule for the Committee to review.

Server #1

It was the consensus of the Committee to discuss this topic at the next Committee meeting, pending receipt of status report from FFT.

Broadband Services

The Committee discussed current broadband services and requested the IT Systems Analyst to bring back to the next Committee meeting a complete list of broadband service by cost center and location.

Following further discussion, the Committee requested that the IT Systems Analyst present a RFP for a Voice over Internet Protocol (VoIP) system at the October Committee meeting.

Policy Tracking Software

It was the consensus of the Committee to request the IT Department draft an RFP for Policy Management Software, based on the requirements provided by Mutual Administration, and bring back to the next Committee meeting for consideration.

(Ms. Stone excused herself at 4:00 p.m.)

POLICIES

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

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

TO accept policy 5118-34, Information Technology Service (ITS) Committee Charter, as reviewed.

5045-34, Board Member Use of Foundation Equipment

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

TO accept policy 5045-34, Board Member Use of Foundation Equipment, as reviewed.

5046-34, Records Management Policy

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

TO request the Executive Director refer the Policy to corporate counsel for review.

5046A-34, Records Disposition

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

TO recommend the GRF Board rescind policy 5046A-34, Records Disposition, as it is a form, as presented.

5046B-34, Records Management Request Form

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

TO recommend the GRF Board rescind policy 5046B-34, Records Management Request Form, as it is a form, as presented.

5050-34, Digital Billboards

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

TO forward policy 5050-34, Digital Billboards to the Communication Committee for review.

5051-34, Website Management

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

TO forward policy 5051-34, Website Management to the Communication Committee for review.

PRESIDENT'S COMMENTS

The president offered 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 4:11 p.m.



Paula Snowden, Committee Chair
Golden Rain Foundation
Mk 08.21.18

