



**IT COMMITTEE MINUTES  
December 18, 2018**

The regular meeting of the IT Committee was called to order at 1:00 p.m., by Chair Snowden, on Tuesday, December 18, 2018, in the Administration Conference Room.

**ROLL CALL**

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

Absent: Mr. P. Friedman

Also Present: Mr. R. Ankeny, Executive Director  
                  Mr. D. Fabian, IT Supervisor  
                  Ms. S. Hopewell, GRF Representative, Mutual Six  
                  Mr. B. Lukoff, GRF Representative, Mutual Fourteen (arrived 2:05)  
                  Ms. M. Kmiecik, Recording Secretary  
                  Three Shareholders/Foundation Members

**CHAIR'S ANNOUNCEMENTS**

Chair Snowden welcomed Committee members, and recognized the attendees – Executive Director Randy Ankeny, IT Supervisor Daniel Fabian, 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 announced that the January, February and March IT Committee meetings have been rescheduled and relocated, as noted below:

- January 17, 2019 at 1:00 p.m. in Conference Room B
- February 21, 2019 at 1:00 p.m. in Conference Room B
- March 21, 2019 at 1:00 p.m. in Conference Room B

**APPROVAL OF MINUTES**

The November 20, 2018 regular meeting minutes were approved, as presented.

**STAFF REPORTS****IT Supervisor**

The IT Supervisor 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.

There was no FFT Report submitted.

**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 shareholder/member comments.

**CORRESPONDENCE**

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

**UNFINISHED BUSINESS****Server Replacement**

The Committee addressed this topic in the Staff Report section of the agenda.

**Copy Machine Contract – Update**

It was the consensus of the Committee to request the IT Systems Supervisor bring back to the next Committee meeting copy machine contract proposals.

**Phone System Contract – Update**

The IT Systems Supervisor provided an update on this topic. No action was taken at the time of the meeting.

**Microsoft Dynamics**

The IT Systems Supervisor provided an update on this topic. No action was taken at the time of the meeting.

**Power DMS**

The IT Systems Supervisor provided an update on this topic. No action was taken at the time of the meeting.

**NEW BUSINESS**

Year End Projects

- I. Year-end Mail Outs
- II. Physical Inventory

The IT Systems Supervisor provided an update on this topic. No action was taken at the time of the meeting.

Reservation Software

The IT Systems Supervisor provided an update on this topic. No action was taken at the time of the meeting.

Security – Change Password

The IT Systems Supervisor informed the Committee that the IT Department will begin working with staff to update workstation passwords.

2019 Projects

- I. POS Software
- II. 2020 Budget
- III. Inspector iPads

The IT Systems Supervisor provided an update on these topics. No action was taken at the time of the meeting.

**PRESIDENT’S COMMENTS**

The President commented on various items pertaining to the agenda throughout the meeting.

**SHAREHOLDERS/ MEMBERS COMMENTS**

There were no shareholder/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 2:23 p.m.



Paula Snowden, Committee Chair  
Golden Rain Foundation  
Mk 12.18.18

