



## COMMUNICATIONS COMMITTEE

### SUMMARY REPORT

Thursday, May 9, 2019

1:00 p.m.

| Action/Request   | Person Responsible   | Finance | BOD |
|--|--|---------|-----|
| <p>1. <b>STAFF REPORTS:</b><br/> <b>Budget Variance/Sales Report</b><br/>           The Director of Communications and Technology updated the Committee on the status of a Spotlight Magazine, minibus schedule, Community guide and the Annual report, and spoke of Budget variance/Sales reports as presented.<br/>           President Stone also asked the Director of Communications and Technology to record the number of pages given to GRF and made available to residents for review.<br/> <b>Website Statistics</b><br/>           The Director of Communications and Technology went over website statistics as presented, without significant changes.<br/> <b>LW Live Statistics</b><br/>           No discussion took place on LW Live statistics at the time of the meeting.</p> | Director of Communications and Technology                        |         |     |
| <p>2. <b>CORRESPONDENCE:</b><br/> <b>Photo Submissions by Board Candidates, Regine Schumacher</b><br/>           Following a brief discussion, the Executive Director stated that no changes will be made to Policy 2-2806-1, News Coverage, and all the candidates running for the GRF Board or public office will comply with the requirements as stated.</p>  | Executive Director   |         |     |
| <p>3. <b>UNFINISHED BUSINESS:</b><br/> <b>Website Redevelopment Brief</b><br/>           The Director of Communications and Technology provided the Committee with the updates on potential vendors for website redevelopment and stated that she will continue a search for the right candidate and define the key project parameters.</p>  | Executive Director,<br>Director of Communications and Technology |         |     |
| <p>4. <b>NEW BUSINESS:</b><br/>           There were no New Business items to discuss at the time of the meeting.</p>  | Director of Communications and Technology                        |         |     |

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| <p>5. <b>POLICIES:<br/>Review and Adopt:</b></p> <p><b>Policy 2-2805-1, Communication Department Advertising</b></p> <p>The Committee concurred to approve Policy 2-2805-1, Communication Department Advertising, as amended.</p> <p>The Executive Director stated that brand new procedure will be implemented to record changes in Policies going further.</p> <p><b>Policy 2-2806-1, News Coverage<br/>Policy 5125-36, Communications Committee</b></p> <p>The Committee concurred to review the above two policies at the next scheduled Committee meeting, under new procedure.</p> <p><b>Rescind:</b></p> <p><b>Policy 5051-34, Website Management; Policy 2825-36, Special Columns; Policy 2840.02-36, Deadlines; Policy 2840.04-36, News Stories; Policy 2840.06-36, Obituaries; Policy 2840.07-36, News Photos.</b></p> <p>The Committee concurred to review the above policies at the next scheduled Committee meeting, under new procedure.</p> | <p style="text-align: center;">Director of<br/>Communications and<br/>Technology,<br/>Executive Director</p> |         |     |