



## COMMUNICATIONS/IT COMMITTEE

**SUMMARY REPORT**  
**Thursday, July 11, 2019**  
**1:00 p.m.**

| Action/Request  | Person Resp.                     | Cmte. Referral | FC | BOD | Comments |
|---|----------------------------------|----------------|----|-----|----------|
| <b>1. CORRESPONDENCE:</b><br><b>LW Community Guide, Sylvia Volen</b><br>The Committee concurred to send a letter to Ms. Volen thanking her for her input.   | Recording Secretary              |                |    |     |          |
| <b>2. CORRESPONDENCE:</b><br><b>Addition of a Member Column to LW Weekly (Policy 2825-36), Judith Smalley</b><br>The Executive Director stated that he already advised Ms. Smalley to forward it to Medical Center professionals with the purpose of drafting an article to address this issue. | Executive Director               |                |    |     |          |
| <b>3. CORRESPONDENCE:</b><br><b>LW Community Guide, Geraldine Wright</b><br>The Committee concurred to send a letter to Ms. Wright thanking her for her comments.   | Recording Secretary              |                |    |     |          |
| <b>4. UNFINISHED BUSINESS:</b><br><b>Website Redesign</b><br>i. <b>Louka Media Proposal</b><br>ii. <b>Krest Marketing Proposal</b><br>The Committee briefly discussed presented proposals. No action was made on this matter at the time of the meeting.  | Director of Comm. and Technology |                |    |     |          |
| <b>5. UNFINISHED BUSINESS:</b><br><b>Website Redesign Ad Hoc Committee</b><br>The Committee moved to form a Website Redesign Sub-Committee consisting of  | Executive Director               |                |    | ✓   |          |

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| <p>N. Massetti, L. Stone, J. Isom, W. Thompson and P. Snowden.<br/>Following a discussion, the Committee moved to rescind the previous motion on forming a Website Redesign Sub-Committee, and have it formed by the Board of Directors as a Website Redesign Ad-Hoc Committee.</p> |  |  |  |   |  |
| <p><b>6. UNFINISHED BUSINESS: CBD Bus Service</b><br/>The Committee moved to approve a new pick up location for Modern Buds bus service at the Amphitheater bus stop, request the GRF listed as an additional insurer, and forward to the Board of Directors for approval.</p>      | <p>Director of Comm. and Technology</p>  |  |  | ✓ |  |
| <p><b>7. UNFINISHED BUSINESS: Digital Billboards Advertising Policy</b><br/>The Committee moved to amend Policy 20-2841-2, Graphic Design Services, as noted in the first sentence, and forward to the Board of Directors for approval and posting.</p>                             | <p>Recording Secretary</p>               |  |  | ✓ |  |
| <p><b>8. UNFINISHED BUSINESS: Square POS</b><br/>The Committee moved to adopt Square POS system, and have the IT Supervisor present a proposal with total cost and motion at the next scheduled Committee meeting.</p>  | <p>Executive Director, IT Supervisor</p> |  |  |   |  |
| <p><b>9. UNFINISHED BUSINESS: Nest Thermostat</b><br/>The Executive Director stated that as existing thermostats go bad, they'll be replaced with a NEST thermostat, with the costs assigned to the operating expense.</p>  | <p>Executive Director</p>                |  |  |   |  |

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| <p><b>10. UNFINISHED BUSINESS:</b><br/> <b>Digital Billboards</b><br/>         The Committee moved to approve the use of Play Digital Signage software for digital billboards.</p>   | <p>IT Supervisor</p>   |  |  |  |  |
| <p><b>11. UNFINISHED BUSINESS:</b><br/> <b>Microsoft Dynamics</b><br/>         The Committee moved to approve the closing of Microsoft Dynamics project.</p>   | <p>Director of Finance</p>   |  |  |  |  |
| <p><b>12. NEW BUSINESS:</b><br/> <b>Select GRF Committee Vice-Chair</b><br/>         The Committee concurred to select Paul Pratt as Communications &amp; IT Committee Vice-Chair; Mr. Pratt accepted.</p>   | <p>Recording Secretary</p>   |  |  |  |  |
| <p><b>13. NEW BUSINESS:</b><br/> <b>BUDGET DRAFT 2020</b><br/> <b>i. 2020 Proposed Operating Budget, CC 236</b><br/> <b>ii. 2020 Proposed Operating Budget, CC 934</b><br/>         The Committee reviewed 2020 budget proposals for CC 236 and CC 934. No further action was taken on this matter at the time of the meeting.</p> | <p>Director of Finance, Director of Comm. and Technology, IT Supervisor, Recording Secretary</p> |  |  |  |  |
| <p><b>14. NEW BUSINESS:</b><br/> <b>Committee Review and Departmental Reports</b><br/>         The Executive Director stated that the reports will be re-formatted to be more descriptive with a timeline and expense boxes; what has been approved, the status of a project and where it is heading.</p>                          | <p>Executive Director</p>  |  |  |  |  |
| <p><b>15. NEW BUSINESS:</b><br/> <b>B-Section</b><br/>         Following a discussion, the Committee concurred to work towards building a B-Section program with a target date of implementing it in 2020.</p>   | <p>Executive Director, Director of Comm. and Technology</p>                                      |  |  |  |  |

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| <p><b>16. NEW BUSINESS:</b><br/> <b>GRF Board Goals</b><br/>         The Executive Director stated that the results from a Board retreat are being summarized and will be brought back for review at a later time.</p>   | Executive Director                         |  |  |   |                     |
| <p><b>17. NEW BUSINESS:</b><br/> <b>LW Weekly Space Revision for the Board Meeting Minutes</b><br/>         The Committee moved to reduce the LW Weekly BOD minutes to a brief summary and to forward the motion to the BOD for consideration and approval.</p>  | Executive Director,<br>Recording Secretary |  |  | ✓ |                     |
| <p><b>18. GOVERNING DOCUMENTS:</b><br/> <b>Amend: Policy 5050-34, Digital Billboards</b><br/>         The Committee moved to approve Policy 5050-34, Digital Billboards, as amended, and forward it to the Board of Directors for final approval.<br/> <b>Policy 20-5125-3, Communications/IT Committee Charter</b><br/>         The Committee concurred to review and make live changes to Policy 20-5125-3, Communications/IT Committee Charter, at the next scheduled Committee meeting.<br/> <b>Rescind: Policy 20-5118-3, IT Services (ITS) Committee Charter</b><br/>         The Committee concurred to review and make live changes to Policy 20-5118-3, IT Services (ITS) Committee Charter, at the next scheduled Committee meeting.</p> | Recording Secretary                        |  |  | ✓ |                     |
| <p style="text-align: center;"><b>FUTURE AGENDA ITEMS:</b><br/>         The Committee moved/concurred to include:</p> <ol style="list-style-type: none"> <li><b>1. Website Report Statistics</b></li> <li><b>2. Add-on from Word Press</b></li> <li><b>3. Website Redesign</b></li> </ol>  |  |  |  |   | Recording Secretary |

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| <ul style="list-style-type: none"><li><b>4. Square POS</b></li><li><b>5. Committee Review and Departmental Reports</b></li><li><b>6. GRF Board Goals</b></li><li><b>7. Rescind:</b><ul style="list-style-type: none"><li><b>i. Policy 5051-34, Website Management</b></li><li><b>ii. Policy 2825-36, Special Columns</b></li><li><b>iii. Policy 2840.02-36, Deadlines</b></li><li><b>iv. Policy 2840.04-36, News Stories</b></li><li><b>v. Policy 2840.06-36, Obituaries</b></li><li><b>vi. Policy 2840.07-36, News Photos</b></li><li><b>vii. Policy 2840.08-36, News Coverage</b></li><li><b>viii. Policy 2840.09-36, Collection Point</b></li></ul></li><li><b>8. Review:</b><ul style="list-style-type: none"><li><b>i. Policy 20-5125-3, Communications/IT Committee Charter</b></li><li><b>ii. Policy 20-5118-3, IT Services (ITS) Committee Charter</b></li><li><b>iii. Policy 2-2806-1, News Coverage</b></li></ul></li></ul> |  |
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