



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT
Thursday, August 8, 2019
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. CORRESPONDENCE: 2020 Community Guide Format, Lucille Findlay The Committee concurred to forward Ms. Findlay's correspondence to the Director of Communications and Technology for review and consideration.	Director of Comm. and Technology				
2. UNFINISHED BUSINESS: Budget Draft 2020 i. 2020 Proposed Operating Budget, CC 236 The Committee moved to forward the revised 2020 proposed operating budget for CC 236 to the Finance Committee as presented. ii. 2020 Proposed Operating Budget, CC 934 The Committee moved to forward the 2020 proposed operating budget for CC 934 to the Finance Committee as presented.	Director of Comm. and Technology, Executive Director, IT Supervisor, Recording Secretary		x		
3. UNFINISHED BUSINESS: Website Redesign The Committee concurred to discuss the website redesign topic at the Website Redesign Ad-Hoc Committee.	Director of Comm. and Technology, IT Supervisor, Recording Secretary	x			To be reviewed at the Website Redesign Ad-Hoc Committee
4. UNFINISHED BUSINESS: Square POS The Committee moved to approve the purchase of Square POS hardware in the total amount of \$1,900 to be	IT Supervisor, Executive Director				

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<p>charged to CC 6410015-934 (Computer Supplies), and approve the monthly cost of \$235 to be charged to CC 6481000-934 (Computer Maintenance & Software) as non-budgeted expense for 2019, and as a budgeted expense for 2020.</p>					
<p>5. UNFINISHED BUSINESS: Nest Thermostat The Committee moved to approve the purchase of 13 Nest thermostats in the total amount of \$3,000, for use in GRF offices, to be charged to individual buildings as a non-budgeted expense.</p>	<p>IT Supervisor, Executive Director</p>				
<p>6. UNFINISHED BUSINESS: Digital Billboards The Committee moved to approve the purchase of Amazon Fire Sticks in the total amount of \$350 to be charged to CC 6410015-934 (Computer Supplies) and approve the monthly cost of \$140 to be charged to CC 6481000-934 (Computer Maintenance & Software) as a non-budgeted expense for 2019.</p>	<p>IT Supervisor, Executive Director</p>				
<p>7. UNFINISHED BUSINESS: Committee Review and Departmental Reports The Committee suggested reviewing website statistics on a quarterly basis instead of monthly.</p>	<p>IT Supervisor</p>				
<p>8. UNFINISHED BUSINESS: B-Section The Executive Director stated that the Policy on use of Trust Property will be brought to the Board for discussion and revision.</p>	<p>Executive Director</p>			<p>x</p>	

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<p>9. UNFINISHED BUSINESS: GRF Board Goals No discussion took place on this matter at the time of the meeting.</p>	Recording Secretary				
<p>10. NEW BUSINESS: Update on the 2020 Community Guide New Format-Redesign The Director of Communications and Technology stated that this item will be discussed at the next scheduled Communications/IT Committee meeting.</p>	Director of Communications and Technology, Recording Secretary				
<p>11. NEW BUSINESS: Search Enhancement for Word Press The IT Supervisor stated that this item will be discussed at the next scheduled Communications/IT Committee meeting.</p>	IT Supervisor, Recording Secretary				
<p>12. NEW BUSINESS: Suggestions on Ways to Improve LW Weekly The Committee brainstormed the ideas on LW Weekly improvement and concurred to have the Director of Communications and Technology to give presentation on how LW Weekly is put together, from a raw template to contents and ads.</p>	Director of Comm. and Technology				
<p>13. GOVERNING DOCUMENTS: Amend: Policy 5050-34, Digital Billboards The Committee moved to have the Director of Communications and Technology, the Recreation Director, and the Assistant Recreation Manager direct the information contained in this meeting regarding Policy 5050-34, Digital Billboards, towards</p>	Director of Comm. and Technology, Recreation Director, Assistant Recreation Manager, Recording Secretary				

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<p>a revised version of it, and present it at the next scheduled Communications/IT Committee meeting for the Committee's review.</p> <p>Review: Policy 20-5125-3, Communications/IT Committee Charter The Committee moved to accept Policy 20-5125-3, Communications/IT Committee Charter as amended and forward to the BOD for approval.</p> <p>Policy 2-2806-1, News Coverage The Committee concurred to move Policy 2-2806-1, News Coverage, to the next scheduled Communications/IT Committee meeting.</p> <p>Rescind: Policy 5051-34, Website Management The Committee concurred to move Policy 5051-34, Website Management, to the next scheduled Communications/IT Committee meeting</p> <p>Policy 5125-36, Communications Committee The Committee concurred to remove Policy 5125-36, Communications Committee, from the agenda</p> <p>Policy 2825-36, Special Columns The Committee concurred to postpone the rescission of Policy 2825-36, Special Columns.</p> <p>Policy 2840.02-36, Deadlines The Committee concurred to move Policy 2840.02-36, Deadlines, to the next scheduled Communications/IT Committee meeting.</p>				X	
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Policy 2840.04-36, News Stories

The Committee concurred to move Policy 2840.04-36, News Stories, to the next scheduled Communications/IT Committee meeting.

Policy 2840.06-36, Obituaries

The Committee concurred to move Policy 2840.06-36, Obituaries, to the next scheduled Communications/IT Committee meeting.

Policy 2840.07-36, News Photos

The Director of Communications and Technology stated that the above Policy is now part of Policy 2840.08-36, News Coverage, and will be reviewed at the next scheduled Communications/IT Committee meeting.

Policy 2840.08-36, News Coverage

The Director of Communications and Technology stated that the above Policy is now part of Policy 2840.08-36, News Coverage, and will be reviewed at the next scheduled Communications/IT Committee meeting.

Policy 2840.09-36, Collection Point

The Director of Communications and Technology stated that the above Policy is now part of Policy 2840.08-36, News Coverage, and will be reviewed at the next scheduled Communications/IT Committee meeting.

Policy 20-5118-3, IT Services (ITS) Committee Charter

The Committee moved to rescind Policy 20-5118-3, IT Services (ITS) Committee Charter.

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FUTURE AGENDA ITEMS:

The Committee moved/concurred to include:

1. **GRF Board Goals**
2. **Update on the 2020 Community Guide New Format – Redesign**
3. **Search Enhancement for Word Press**
4. **LW Weekly Survey**
5. **LW Weekly Newspaper Production Process**
6. **Air Fiber**
7. **Digital Billboards Utilization**
8. **Standardize the Policy of News and Digital Billboards**

Governing Documents:

1. **Amend:**
 - i. **Policy 5050-34, Digital Billboards**
2. **Review:**
 - i. **Policy 2-2806-1, News Coverage**
3. **Rescind:**
 - i. **Policy 5051-34, Website Management**
 - ii. **Policy 2825-36, Special Columns**
 - iii. **Policy 2840.02-36, Deadlines**
 - iv. **Policy 2840.04-36, News Stories**
 - v. **Policy 2840.06-36, Obituaries**
 - vi. **Policy 2840.07-36, News Photos**
 - vii. **Policy 2840.08-36, News Coverage**

Recording Secretary