



## COMMUNICATIONS/IT COMMITTEE

**SUMMARY REPORT**  
**Thursday, September 12, 2019**  
**1:00 p.m.**

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p><b>1. STAFF REPORTS:</b>  <b>Director of Communications and Technology:</b>  <b>Full BOD agenda minutes delivery via email</b>                      It was the consensus of the Committee to approve sending BOD summary and minutes via LW Live immediately following the meeting.</p>	Director of Comm. and Technology				
<p><b>2. UNFINISHED BUSINESS:</b>  <b>Digital Billboards</b>                      Following a discussion, no action was taken on this matter at the time of the meeting.</p>	IT Supervisor				
<p><b>3. UNFINISHED BUSINESS:</b>  <b>Governing Documents Page Demo (Format &amp; Search)</b>                      Following a presentation by the IT Supervisor, no action was taken on this matter at the time of the meeting.</p>	IT Supervisor				
<p><b>4. UNFINISHED BUSINESS:</b>  <b>GRF Board Goals</b>                      It was the consensus of the Committee to have the Director of Communications and Technology provide the scope of work/project schedule on LW social media accounts; further discuss the phone system replacement at the next scheduled meeting; have the IT Supervisor present a proposal on Surveillance System at the next scheduled meeting; have the Recording Secretary put</p>	Director of Comm. and Technology, IT Supervisor, Recording Secretary				

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<p>the completed GRF Board projects in red.</p>					
<p><b>5. UNFINISHED BUSINESS: Update on the 2020 Community Guide New Format Redesign</b> Following a discussion, no action was taken on this matter at the time of the meeting.</p>	<p>Director of Comm. and Technology</p>				
<p><b>6. NEW BUSINESS: LW Weekly Survey</b> It was the consensus of the Committee to have the IT Supervisor present the age/gender demographics of the community at the next scheduled meeting.</p>	<p>IT Supervisor</p>				
<p><b>7. NEW BUSINESS: LW Weekly Newspaper Production Process</b> Following a presentation by the Director of Communications and Technology, no action was taken on this matter at the time of the meeting.</p>	<p>Director of Comm. and Technology</p>				
<p><b>8. NEW BUSINESS: Ubiquiti airFiber</b> The Committee moved to authorize the expenditure of up to \$2,500 to rent a lift, if needed, to facilitate the study for Ubiquiti airFiber installment and send it to the Finance Committee for approval.</p>	<p>IT Supervisor</p>		<p>X</p>		
<p><b>9. NEW BUSINESS: Standardize the Policy of News and Digital Billboards</b> It was the consensus of the Committee to forward Policy 5050-34, Digital Billboards, and Policy 5050.01-34, Request to Display on Digital Billboard, to the Governing Documents Committee as amended, and review it again</p>	<p>Director of Comm. and Technology, Recording Secretary</p>				

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at the next scheduled Committee meeting.					
<b>10. NEW BUSINESS: Use of LW Live by Health Care Center</b> It was the consensus of the Committee to have the Executive Director present the examples of HCC LW Live emails and further discuss this topic at the next scheduled meeting.	Recording Secretary				
<b>11. NEW BUSINESS: Future Vision</b> Following a discussion, no action was taken on this matter at the time of the meeting.	Recording Secretary				
<b>12. NEW BUSINESS: Bus Stop Signage</b> The Committee moved to approve the development and initiation of new bus stop signage to include space for advertising.	Director of Comm. and Technology, Recording Secretary				
<b>13. GOVERNING DOCUMENTS: Amend:</b> <b>i. Policy 20-5125-3, Communications Committee Charter</b> The Committee moved to send Policy 20-5125-3, Communications Committee Charter, to the BOD as amended. <b>ii. Policy 5050-34, Digital Billboards</b> It was the consensus of the Committee to forward Policy 5050-34, Digital Billboards, and Policy 5050.01-34, Request for Display on Digital Billboard, to the Governing Documents Committee as amended. <b>Review:</b> <b>i. Policy 2-2806-1, News Coverage</b> It was the consensus of the Committee to review an	Director of Comm. and Technology, Recording Secretary			X	

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updated Policy 2-2806-1, News Coverage, at the next scheduled meeting.

**ii. Policy 2-2804-36, Community Newsletter Submissions**

It was the consensus of the Committee to review Policy 2-2804-36, Community Newsletter Submissions, at the next scheduled meeting.

**Rescind:**

**i. Policy 2825-36, Special Columns**

**ii. Policy 2840.02-36, Deadlines**

**iii. Policy 2840.04-36, News Stories**

**iv. Policy 2840.06-36, Obituaries**

**v. Policy 2840.07-36, News Photos**

**vi. Policy 2840.08-36, News Coverage**

It was the consensus of the Committee not to rescind the above Policies until they are found to be tracked in new Policies.

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**FUTURE AGENDA ITEMS:**

The Committee moved/concurred to include:

- a. LW Live BOD summaries/minutes distribution. Update
- b. Scope of work/Project timeline on LW social media accounts
- c. NEST Digital Thermostats Implementation (scope of work)
- d. Surveillance System (scope of work/proposal)
- e. GRF Board Goals. Update
- f. 2020 Community Guide – New Format. Update
- g. LW Community Demographics
- h. Ubiquiti airFiber. Update
- i. Policy 5050-34, Digital Billboards
- j. Use of LW Live by Health Care Center. Update
- k. Policy 2-2806-1, News Coverage
- l. Policy 2-2804-36, Community Newsletter Submissions
- m. Policy 2825-36, Special Columns
- n. Policy 2840.02-36, Deadlines
- o. Policy 2840.04-36, News Stories
- p. Policy 2840.06-36, Obituaries
- q. Policy 2840.07-36, News Photos
- r. Policy 2840.08-36, News Coverage

Recording Secretary