



## COMMUNICATIONS/IT COMMITTEE

**SUMMARY REPORT**  
**Thursday, October 10, 2019**  
**1:00 p.m.**

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<b>1. STAFF REPORTS:</b> <b>Director of Communications and Technology</b> The Committee concurred to have the Director of Communications and Technology add the Website Redesign to the project sheet under her reports, and to list line items in LW Weekly accounts receivable by numbers rather than names.	Director of Comm. & Technology				
<b>2. UNFINISHED BUSINESS:</b> <b>GRF Board Goals. Update</b> No discussion took place on this matter at the time of the meeting.	Executive Director				
<b>3. UNFINISHED BUSINESS:</b> <b>Update on the 2020 Community Guide New Format – Redesign</b> The Committee concurred to remove this item from the agenda.	Director of Comm. & Technology				
<b>4. UNFINISHED BUSINESS:</b> <b>Ubiquiti airFiber. Update</b> The Committee concurred to have the IT Supervisor present a write-up and proposed cost for the Ubiquiti airFiber at the next scheduled Committee meeting.	IT Supervisor				
<b>5. UNFINISHED BUSINESS:</b> <b>Use of LW Live by Health Care Center</b> Following a discussion, the Committee moved to allow the Health Care Center use LW	Executive Director				

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<p>Live to submit public service announcements as approved by the Executive Director. The motion failed with two “yes” and three “no” votes.</p>					
<p><b>6. NEW BUSINESS: Scope of Work/Project Timeline on LW Social Media Accounts</b> The Committee reviewed 2019-200 Social Media Accounts Timeline as presented by the Director of Communications and Technology. No action was taken on this matter at the time of the meeting.</p>	Director of Comm. & Technology				
<p><b>7. NEW BUSINESS: Surveillance System (Scope of Work/Proposal)</b> Following a discussion, the Committee moved to forward the presented action request to the Finance Committee as amended.</p>	IT Supervisor		X		
<p><b>8. NEW BUSINESS: LW Community Demographics</b> Following a discussion, the Committee concurred to have the IT Supervisor present the list of available demographic fields of this community at the next scheduled Committee meeting.</p>	IT Supervisor				
<p><b>9. GOVERNING DOCUMENTS: Amend:</b> <b>i. Policy 5050-34, Digital Billboards</b> The Committee moved to reformat Policy 5050-34, Digital Billboards, and forward it to the Board of Directors for approval as amended. <b>ii. Policy 5050.01-34, Request to Display on Digital Billboards</b> The Committee concurred to forward Policy 5050.01-34,</p>	Director of Comm. & Technology			X  X	

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<p>Request to Display on Digital Billboards, to the Board of Directors for approval as amended.</p> <p><b>Review:</b></p> <p><b>i. Policy 2-2806-1, News Coverage</b></p> <p><b>ii. Policy 2-2804-36, Community Newsletter Submissions</b></p> <p><b>Rescind:</b></p> <p><b>i. Policy 2825-36, Special Columns</b></p> <p><b>ii. Policy 2840.02-36, Deadlines</b></p> <p><b>iii. Policy 2840.04-36, News Stories</b></p> <p><b>iv. Policy 2840.06-36, Obituaries</b></p> <p><b>v. Policy 2840.07-36, News Photos</b></p> <p><b>vi. Policy 2840.08-36, News Coverage</b></p> <p>The Committee concurred to review the above Policies at the next scheduled Committee meeting.</p>					
<p><b>FUTURE AGENDA ITEMS:</b></p> <p>The Committee moved/concurred to include:</p> <ul style="list-style-type: none"> <li>a. Addition of Website Redesign as a timeline project</li> <li>b. Phone system. Update (capabilities of the system)</li> <li>c. Website Statistics – detailed data on On-Site sales page</li> <li>d. LW Weekly Accounts Receivable. Quarterly Update. Revised</li> <li>e. Scope of Work/Project Timeline on LW Social Media Accounts. Update</li> <li>f. Ubiquiti airFiber. Update (Write-up &amp; proposed cost)</li> <li>g. LW Community Demographics. Update (with list of demographic fields available)</li> <li>h. Review:             <ul style="list-style-type: none"> <li>i. Policy 2-2806-1, News Coverage</li> <li>ii. Policy 2-2804-36, Community Newsletter Submissions</li> <li>iii. Rescind:</li> <li>iv. Policy 2825-36, Special Columns</li> <li>v. Policy 2840.02-36, Deadlines</li> <li>vi. Policy 2840.04-36, News Stories</li> </ul> </li> </ul>					<p>Recording Secretary</p>

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| <ul style="list-style-type: none"><li>vii. Policy 2840.06-36, Obituaries</li><li>viii. Policy 2840.07-36, News Photos</li><li>ix. Policy 2840.08-36, News Coverage</li></ul> |  |
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