



**SHAREHOLDER/MEMBER COMMENTS**

There were no comments made by shareholders/members at the time of the meeting.

**APPROVAL OF MINUTES**

The minutes of September 17, 2019, Communications/IT Committee meeting were approved as modified.

**CORRESPONDENCE (N/A)**

**STAFF REPORTS**

**IT Supervisor**

Following a review of the IT reports, it was the consensus of the Committee to have the IT Supervisor take action on improving W-Fi service speeds and review the phone system at the next scheduled Committee meeting.

**Director of Communications and Technology**

The Committee reviewed budget variance and sales reports, publications schedule, website statistics and LW accounts receivable as presented by the Director of Communications and Technology.

Following a discussion, it was the consensus of the Committee 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.

**Executive Director**

The Executive Director was absent.

**SUB-COMMITTEE REPORTS (N/A)**

**PRESIDENT'S COMMENTS**

President Stone commented on agenda items throughout the meeting.

**UNFINISHED BUSINESS**

**GRF Board Goals**

No discussion took place on this matter at the time of the meeting.

Update on the 2020 Community Guide New Format – Redesign

It was the consensus of the Committee to remove this item from the agenda.

Ubiquiti airFiber. Update

Following a discussion, it was the consensus of the Committee to have the IT Supervisor present a write-up and proposed cost for the Ubiquiti airFiber at the next scheduled Committee meeting.

Use of LW Live by Health Care Center

Following a discussion, Ms. S. Hopewell MOTIONED, seconded by Mr. P. Pratt -

**TO** allow the Health Care Center use LW Live to submit public service announcements as approved by the Executive Director.

The motion failed with two “yes” (Massetti, Pratt) and three “no” (Isom, Thompson, Hopewell) votes.

**NEW BUSINESS**

Scope of Work/Project Timeline on LW Social Media Accounts

The Committee discussed 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.

Surveillance System (Scope of Work/Proposal)

Following a discussion, it was the consensus of the Committee to change “damaged” cameras to “damaged/outdated” as the reason for replacement. Following a further discussion, Ms. S. Hopewell MOTIONED, seconded by Ms. J. Isom -

**TO** forward the presented action request to the Finance Committee to approve the purchase of 12 surveillance cameras for \$6,000 to be charged to the corresponding buildings and non-budgeted expenses, as amended.

The motion was carried unanimously by Committee members present.

Chair Massetti called for a break at 2:35 p.m. The meeting resumed at 2:50 p.m.

LW Community Demographics

The IT Supervisor stated that he may be able to obtain a demographic data of the community from Jenark. 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.

**GOVERNING DOCUMENTS**

Amend:

Policy 5050-34, Digital Billboards

Following a discussion, Ms. S. Hopewell MOTIONED, seconded by Ms. J. Isom –

**TO** reformat Policy 5050-34, Digital Billboards, and forward it to the Board of Directors for approval as amended.

The motion was carried unanimously by Committee members present.

Policy 5050.01-34, Request to Display on Digital Billboards

It was the consensus of the Committee to forward Policy 5050.01-34, Request to Display on Digital Billboards, to the Board of Directors for approval as amended.

Review:

Policy 2-2806-1, News Coverage

Policy 2-2804-36, Community Newsletter Submissions

Rescind:

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

Policy 2840.08-36, News Coverage

It was the consensus of the Committee to review the above Policies at the next scheduled Committee meeting.

**ADJOURNMENT**

Chair Massetti adjourned the meeting at 3:58 p.m.

A handwritten signature in cursive script, appearing to read "Nick Massetti", written in black ink.

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Nick Massetti, Chair  
COMMUNICATIONS/IT COMMITTEE

KL 10-10-19