



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT
Thursday, November 14, 2019
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. CORRESPONDENCE:</p> <p>Senior Patriots Meeting, Les Feller, Mutual 15 The Committee concurred to have the Recording Secretary send a letter to Mr. Feller advising him to address this issue directly with the Senior Patriots for Peace Club.</p> <p>Constant Contact List for Mutual 17, Nick Massetti The Committee concurred to have the IT Supervisor create a Constant Contact sub list for Mutual 17 internal use.</p>	<p>Recording Secretary</p> <p>IT Supervisor</p>				
<p>2. STAFF REPORTS</p> <p>IT Supervisor</p> <p>Wi-fi Service Speeds The Committee concurred to have the IT Supervisor present Spectrum and Frontier Internet costs for the Committee's review at the next scheduled Committee meeting, prior to moving forward.</p> <p>Phone System The Committee concurred to further discuss the phone system at the next scheduled Committee meeting and have the IT Supervisor present the test results for the elevator phone in the Administration building.</p>	<p>IT Supervisor</p> <p>IT Supervisor</p>				

COMMUNICATIONS/IT COMMITTEE

<p>3. UNFINISHED BUSINESS: GRF Board Goals. Update No discussion took place on this matter at the time of the meeting.</p>	Executive Director				
<p>4. UNFINISHED BUSINESS: Ubiquiti airFiber. Update The Committee moved to recommend the Communications & IT Committee approve the upgrade of wireless antennas for \$16,500 from Capital expense and forward it to the Finance Committee.</p>	IT Supervisor		X		
<p>5. UNFINISHED BUSINESS: Use of LW Live by Health Care Center No discussion took place on this matter at the time of the meeting.</p>	Executive Director				
<p>6. UNFINISHED BUSINESS: LW Community Demographics Following a discussion, the Committee concurred to have the IT Supervisor present a total list of Jenark data fields, and further discuss it with the Director of Finance and the Stock Transfer Manager at the next scheduled Committee meeting.</p>	IT Supervisor, Director of Finance, Stock Transfer Manager				
<p>7. NEW BUSINESS: LW 2020 Calendar Cover It was the consensus of the Committee to move ahead with the selection B for a calendar cover, with a bigger GRF logo (in white).</p>	Director of Comm. & Technology				
<p>8. NEW BUSINESS: Innovations/New Technology The IT supervisor stated that the budget for Windows 10 upgrade has already been approved, and he will follow up with the Director of Finance on this matter.</p>	IT Supervisor, Director of Finance				

COMMUNICATIONS/IT COMMITTEE

<p>9. NEW BUSINESS: Conversion from Constant Contact to Mail Chimp The Committee concurred to permit the staff change the provider from Constant Contact to Mail Chimp.</p>	Director of Comm. & Technology				
<p>10. NEW BUSINESS: Email Segmentation by Mutual, Obtaining Resident's Email The IT Supervisor and the Director of Communications and Technology assured the Committee that email segmentation will be equally available under Mailchimp.</p>	Director of Comm. & Technology				
<p>11. NEW BUSINESS: Adding to Newspaper the GRF Events & Activities Flyer Produced by Vanessa Morris The Committee concurred to authorize the GRF Events & Activities flyer be issued through LW Live and posted on LW website. The Library Operations Supervisor and the Director of Communications and Technology will discuss ways to include this information in the LW Weekly.</p>	Director of Comm. & Technology, Library Operations Supervisor				
<p>12. GOVERNING DOCUMENTS: Review: i. Policy 20-2806-1, Community Publications The Committee moved to approve Policy 2-2806-1, News Coverage, as amended, rescind Policy 2-2804-36, Community Newsletter Submissions, Policy 2825-36, Special Columns, Policy 2840.02-36, Deadlines, Policy 2840.04-36, News Stories, Policy 2840.06-36, Obituaries, Policy 2840.07-</p>	Director of Comm. & Technology			X	

COMMUNICATIONS/IT COMMITTEE

<p>36, News Photos, Policy 2840.08-36, News Coverage, Policy 2840.09, Collection Point, Policy 2810-36, Community Submissions, Policy 2811-36, News Coverage of Candidates, Policy 2869-36, LW Live, and forward it to the Board of Directors for approval.</p> <p>The Committee also concurred to have the Director of Communications and Technology draft a fee Policy 20-2806-2 and present it for the Committee's review at the next scheduled Committee meeting.</p>					
<p>ii. Policy 5050-34, Digital Billboards</p>				X	
<p>iii. Policy 5050.01-34, Request to Display on Digital Billboards</p> <p>The Committee moved to send Policy 20-5050-1, Digital Billboards, and Policy 20-5050-4, Request for Display on Digital Billboard, as amended, to the Board of Directors.</p>				X	
<p>Rescind:</p> <p>i. Policy 2-2804-36, Community Newsletter Submissions</p> <p>ii. Policy 2825-36, Special Columns</p> <p>iii. Policy 2840.02-36, Deadlines</p> <p>iv. Policy 2840.04-36, News Stories</p> <p>v. Policy 2840.06-36, Obituaries</p> <p>vi. Policy 2840.07-36, News Photos</p> <p>vii. Policy 2840.08-36, News Coverage</p> <p>viii. Policy 2840.09, Collection Point</p>					

COMMUNICATIONS/IT COMMITTEE

<p>ix. Policy 2810-36, Community Submissions x. Policy 2811-36, News Coverage of Candidates xi. Policy 2869-36, LW Live</p>					
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include:</p> <ul style="list-style-type: none"> a. Phone System (Test results for the elevator phone in Admin. building); b. Wi-Fi Service Speeds (Spectrum vs. Frontier); c. Database Integrity (with the Director of Finance and the Stock Transfer Manager present); d. LW Community Demographics (Total List of Jenark Data Fields); e. Update on the badge software options (Jolly Technologies); f. Policy 20-2806-2 (Fee Policy – Director of Communications & Technology). 					<p>Recording Secretary</p>