



COMMUNICATIONS /IT COMMITTEE MINUTES

November 14, 2019

The Communications/IT Committee meeting was held on Thursday, November 14, 2019, and was called to order at 1:00 p.m. by Chair Massetti in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mr. N. Massetti, Chair
Mr. S. Hopewell
Ms. J. Isom

Mr. W Thompson
Ms. L. Stone, Ex-Officio (1:12 p.m.)

Absent: Mr. P. Pratt, GRF Board Member, Mutual Two

Also Present: Ms. P. Snowden, GRF Board Member, Mutual Two
Mr. B. Lukoff, GRF Board Member, Mutual Fourteen
Ms. N. Chigireva, Director of Communications and Technology
Mr. D. Fabian, IT Supervisor
Ms. K. Lukina, Communications OPS Coordinator
One Shareholder/Member

The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's committee meeting will be presented to the Board for approval following the approval of the Committee meeting minutes in December of 2019.

CHAIR'S ANNOUNCEMENTS

Chair Massetti greeted and welcomed everyone to the Communications/IT Committee meeting and introduced Foundation members, guests and staff, including the Director of Communications and Technology Nataly Chigireva, IT Supervisor Daniel Fabian and Communications OPS Coordinator, Katya Lukina.

Rules of Order

Chair Massetti asked everyone to silence their cell phones, wait for their turn to speak and avoid side conversations.

Chair's Report

Chair Massetti had no report to present at the time of the meeting.

SHAREHOLDER/MEMBER COMMENTS

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

APPROVAL OF MINUTES

The minutes of October 10, 2019, Communications/IT Committee meeting were accepted as presented.

CORRESPONDENCE

Senior Patriots Meeting, Les Feller, Mutual 15

Following a discussion, 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.

Constant Contact List for Mutual 17, Nick Massetti

Following a discussion, it was the consensus of the Committee to have the IT Supervisor create a Constant Contact email sub list for Mutual 17 internal use.

STAFF REPORTS

IT Supervisor

Budget Variance Report

The IT Supervisor explained the variances in the Budget Variance report for CC 934 as presented.

IT Project Timeline

The IT Supervisor went over the IT Project Timeline as presented.

Wi-Fi Service Speeds

The Committee reviewed the Wi-Fi service speeds and an action request for the implementation of a new high-speed cable network as presented.

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

Phone System

The Committee discussed updating staff's current phone system, dropped emergency call issue via landline, and the elevator phone in the Administration building. It was the consensus of the Committee 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.

Director of Communications and Technology

Budget Variance Report & Sales Report

The Committee reviewed the Budget Variance and Sales reports for CC 236 as presented by the Director of Communications and Technology.

Publications Schedule

The Director of Communications and Technology stated that the publications schedule hasn't changed from the last time it was presented for the Committee's review.

Website Statistics

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

Executive Director

The Executive Director was absent.

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

SUB-COMMITTEE REPORTS (N/A)

PRESIDENT'S COMMENTS

President Stone commented on agenda items throughout the meeting.

UNFINISHED BUSINESS

GRF Board Goals. Update

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

Ubiquiti airFiber. Update

The Committee reviewed the Exhibit A and a request for proposal to upgrade the Internet speed at the Main Gate and Maintenance Yard, as presented by the IT Supervisor.

Following a discussion, Ms. S. Hopewell MOVED, seconded by Mr. N. Massetti –

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.

The motion was carried unanimously by Committee members present.

Use of LW Live by Health Care Center

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

LW Community Demographics

The IT Supervisor presented 2019 LW Seal Beach demographics data, extracted from Adapt. The Committee reviewed it as presented and advised the IT Supervisor to look into combining all the data in one database, and therefore obtaining more accurate demographic results.

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

NEW BUSINESS

LW 2020 Calendar Cover

Following the review of presented calendar covers, it was the consensus of the Committee to move ahead with the option B for a calendar cover, with a bigger GRF logo (in white).

Innovations/New Technology

Following a discussion, 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.

Conversion from Constant Contact to Mail Chimp

The Committee discussed the conversion and capabilities of both email marketing software programs – Constant Contact and Mailchimp, as presented by the Director of Communications and Technology.

Following a discussion, the Committee concurred to permit the staff change the email marketing provider from Constant Contact to Mail Chimp.

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.

Adding to Newspaper the GRF Events & Activities Flyer Produced by Vanessa Morris.

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

GOVERNING DOCUMENTS

Adopt (N/A)

Amend (N/A)

Review:

- i. Policy 20-2806-1, Community Publications

Following a discussion, Ms. S. Hopewell MOVED, seconded by Mr. W. Thompson –

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 2840.07-36, 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.

The motion was carried unanimously by Committee members present.

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

- i. Policy 5050-34, Digital Billboards
- ii. Policy 5050.01-34, Request to Display on Digital Billboards

Following a discussion, Ms. S. Hopewell MOVED, seconded by Mr. N. Massetti –

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.

The motion was carried unanimously by Committee members present.

Rescind

- i. Policy 2-2804-36, Community Newsletter Submissions
- 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
- viii. Policy 2840.09, Collection Point
- ix. Policy 2810-36, Community Submissions
- x. Policy 2811-36, News Coverage of Candidates
- xi. Policy 2869-36, LW Live

The above policies were rescinded under the action on Policy 20-2806-1, Community Publications.

ADJOURNMENT

Chair Massetti adjourned the meeting at 4:09 p.m.



Nick Massetti, Chair
COMMUNICATIONS/IT COMMITTEE