



COMMUNICATIONS/IT COMMITTEE

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

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. CORRESPONDENCE LW Weekly News Submission, Lisa Dickson The Committee concurred to send a letter of gratitude to Ms. Dickson.</p>	Recording Secretary				
<p>2. STAFF REPORTS IT Supervisor Wi-fi Service Speeds The Committee moved to recommend the Communications & IT Committee approve the implementation of a new high-speed cable network by Spectrum for \$99 (installation) and \$65 (monthly costs) in Clubhouse Two to be charged to 6422000-679 (Telephone – Community Facilities) as non-budgeted expenses. The Committee concurred to have the IT Supervisor provide an update on this item at the next scheduled Committee meeting. Phone System Update The Committee concurred to have the IT Supervisor provide an update on this item at the next scheduled Committee meeting.</p>	IT Supervisor				
<p>3. STAFF REPORTS Director of Communication & Technology Publications Schedule The Committee concurred to have the Director of Communication & Technology put the 2019-2020 Publication Schedule and 2019-2020</p>	Director of Comm. & Technology				

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<p>Projects Schedule in one spreadsheet and present it for review at the next scheduled meeting.</p> <p>The Committee also concurred to have Ms. J. Isom and the Director of Communication & Technology review cover options and the draft of 2020 Community Guide (Mutual/Shareholders-related content), for a feedback, and present cover options for Committee's review at the next scheduled meeting.</p> <p>Website Statistics</p> <p>The Committee concurred to have the Director of Communications & Technology present website statistics in an easier to read format at the next scheduled meeting, along with the On-site Sales website clicks report.</p> <p>New On-Site Sales Contract.</p> <p>Potential Impact to Budget</p> <p>No action was taken on this matter at the time of the meeting.</p>					
<p>4. UNFINISHED BUSINESS: GRF Board Goals. Update</p> <p>No action was taken on this matter at the time of the meeting.</p>	Executive Director				
<p>5. UNFINISHED BUSINESS: Use of LW Live by Health Care Center</p> <p>No action was taken on this matter at the time of the meeting.</p>	Executive Director				
<p>6. UNFINISHED BUSINESS: Windows 10 Upgrades</p> <p>Following a brief discussion, no action was taken on this matter at the time of the meeting.</p>	IT Supervisor				
<p>7. UNFINISHED BUSINESS Elevator Phone System Update</p> <p>No action was taken on this matter at the time of the meeting.</p>	IT Supervisor				

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<p>8. UNFINISHED BUSINESS: Jenark Fields for Community Demographics Following a discussion, no action was taken on this matter at the time of the meeting.</p>	IT Supervisor				
<p>9. UNFINISHED BUSINESS: Jolli ID Cards Software The Committee concurred to have the IT Supervisor provide an update on this item at the next scheduled meeting.</p>	IT Supervisor				
<p>10. UNFINISHED BUSINESS: Social Media Implementation Plan The Committee concurred to have the Executive Director seek approval of the Executive Committee in terms of a license to use certain names for LW social media accounts and provide the update on this matter at the Communications/IT Committee meeting once the name rights have been resolved.</p>	Executive Director, Director of Comm. & Technology				
<p>11. UNFINISHED BUSINESS: LW Seal Beach Community Online Reputation No action was taken on this matter at the time of the meeting.</p>	Director of Comm. & Technology				
<p>12. NEW BUSINESS: LW Community Map The committee concurred to have the Recording Secretary collect a feedback on map redesign from Communications & IT Committee members and provide the results at the next scheduled meeting.</p>	Recording Secretary				

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<p>13. GOVERNING DOCUMENTS: Adopt: i. Policy 20-2806-2 (Fees) The Committee moved to approve Policy 20-2806-1, Service Fees, as presented, and forward it to the Board for approval.</p> <p>Review: i. Policy 20-2841-2, Graphic Design Services The Committee moved to accept Policy 20-2841-2, Graphic Design Services, as amended, after it is formatted.</p>	Director of Comm. & Technology, Recording Secretary			X	
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include:</p> <ul style="list-style-type: none"> a. Wi-Fi Speeds Update b. Phone System Update c. Publications Schedule. Update d. Report on On-site Sales clicks e. Community Guide Covers (Including report from Director of Comm. & Technology and Ms. J. Isom) f. Jolli ID Cards Software. Update g. Social Media Implementation Plan. Update h. LW Community Map. Update 					Recording Secretary