



COMMUNICATIONS /IT COMMITTEE MINUTES January 9, 2020

The Communications/IT Committee meeting was held on Thursday, January 9, 2020, 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 (1:04)

Mr. P. Pratt
Mr. W. Thompson

Absent: Ms. L. Stone, Ex-Officio

Also Present: Ms. P. Snowden, GRF Board Member, Mutual Two
Ms. N. Chigireva, Director of Communication & Technology
Mr. D. Fabian, IT Supervisor
Ms. K. Lukina, Communications OPS Coordinator
Three Shareholders/Members

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 February of 2020.

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 Communication 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

One shareholder/member expressed her concerns regarding the space allocated to a religion section in LW Weekly. The Executive Director stated that the religion page is split between certain amount of space given to each organization and LW Weekly advertisers, according to Policy 20-2806-1.

APPROVAL OF MINUTES

The minutes of December 12, 2019, Communications/IT Committee meeting were approved as amended.

CORRESPONDENCE (N/A)**STAFF REPORTS**IT SupervisorBudget Variance Report

The Committee reviewed Budget Variance report for CC 934 as presented.

IT Project Timeline

The Committee reviewed the IT Project Timeline report as presented. The IT Supervisor also stated that Recording Secretaries will undergo a training on the use of Power DMS software prior to its launch.

Wi-Fi Service Speeds

The Committee reviewed Wi-Fi Service Speeds as presented by the IT Supervisor.

Phone System

The IT Supervisor stated that this item will be discussed under Unfinished Business.

Director of Communications and TechnologyBudget Variance Report & Sales Report

The Committee reviewed Budget Variance and Sales reports for CC 236 as presented.

Publications Schedule

The Committee reviewed an updated Publications Schedule as presented by the Director of Communication & Technology.

Website Statistics

The Committee reviewed Website Statistics as presented. The Director of Communication & Technology went over the most visited pages and an average number of visitors per month.

New On-Site Sales Clicks (Report)

The Committee reviewed On-Site Sales Clicks report as presented. The Director of Communication & Technology explained the data collected from On-Site Sales Office clicks and answered Committee members' questions.

Executive Director

The Executive Director spoke of working with the IT Supervisor on putting together a scope of work to improve Clubhouse Three Wi-Fi service, as more laptops are added, and the Knowledge Center is being developed.

SUB-COMMITTEE REPORTS (N/A)**PRESIDENT'S COMMENTS**

President Stone was absent.

UNFINISHED BUSINESSPhone System. Update
Superwire, Fonality, Vonage

Following a review of the quotes from Superwire, Fonality and Vonage phone system update, the Committee concurred to have the IT Supervisor present the quotes from all the providers on one spreadsheet for the Committee's review at the next scheduled Committee meeting.

Wi-Fi Service Speeds

The IT Supervisor updated the Committee on Wi-Fi Service Speeds under his report.

Jolli ID Cards Software. Update

The IT Supervisor stated that the goal is to drop Jolli software and use Jenark to collect and store the residents' data. He also stated that transfer of ID cards from Jolli to Jenark

will be done manually over time and presented as part of IT Project Timeline for the Committee's review.

Social Media Implementation Plan. Update

The Director of Communication & Technology stated that social media implementation plan remains the same and is awaiting the final decision on handles' approval. The Committee concurred to move forward with three social media platforms – Facebook, Instagram and Twitter, and have the Director of Communication & Technology provide the Committee with an update on proposed handles, and the Executive Director acquire the available domain.

LW Community Map. Update

The Committee concurred to summarize the changes for LW Community map, and further discuss it at the next scheduled Committee meeting.

NEW BUSINESS

Community Guide Covers

The Director of Communication & Technology stated that the draft of Community Guide and cover options will be presented at the next scheduled Committee meeting and sent to print beyond early February as a current planned date.

GOVERNING DOCUMENTS (N/A)

ADJOURNMENT

Chair Massetti adjourned the meeting at 2:29 p.m.



Nick Massetti, Chair
COMMUNICATIONS/IT COMMITTEE

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