



COMMUNICATIONS /IT COMMITTEE MINUTES February 13, 2020

The Communications/IT Committee meeting was held on Thursday, February 13, 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
Mr. P. Pratt
Mr. W. Thompson

Absent: Ms. L. Stone, Ex-Officio

Also Present: Mr. B. Lukoff, GRF Board Member, Mutual Fourteen
Ms. N. Chigireva, Director of Communication & Technology
Mr. D. Fabian, IT Supervisor
Ms. K. Lukina, Communications OPS Coordinator
Two 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 March 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**APPROVAL OF MINUTES**

The minutes of January 9, 2020, Communications/IT Committee meeting were approved as presented.

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

The Committee reviewed and discussed Budget Variance report for CC 934 as presented by the IT Supervisor.

IT Project Timeline

The Committee reviewed the IT Project Timeline as presented. The IT Supervisor also provided the Committee with updates on Power DMS installation and stated that Recording Secretaries have been trained to use it.

Wi-Fi Service Speeds

The Committee discussed Wi-Fi Service Speeds, Private & Public, as presented by the IT Supervisor.

Following a discussion, Mr. N. Massetti MOTIONED, seconded by Mr. P. Pratt –

TO support the Executive Director's decision on upgrading internet services in Clubhouses Two and Three in the amount not to exceed \$1,500, pending proper documentation from the IT Supervisor.

The motion was carried unanimously by Committee members present.

Director of Communications and TechnologyBudget Variance Report & Sales Report

The Committee reviewed Budget Variance and Sales reports for CC 236 as presented. The Committee also discussed additional advertising possibilities that'd benefit LW residents.

Publications Schedule

Following a discussion, it was the consensus of the Committee to move production date of the Community Guide to the second week of July and invite LW Weekly salesperson, Sylvia King, to the next scheduled Committee meeting to discuss the advertising.

The Director of Communication and Technology also stated that she is working with the Recreation Department on possibly expanding Spotlight magazine by including local entertainment and attractions.

Website Statistics

The Committee reviewed website statistics as presented and advised the Director of Communication and Technology to obtain and present the information on what sections of LW Weekly get the most hits.

Executive Director

The Executive Director spoke of surveillance cameras upgrades outside the North Gate Rd. to be installed by SBPD to track suspicious vehicles, and briefly discussed centralizing the AC in Clubhouse Six (Fitness Center) in the future. He also spoke of working on new user ID system for LW Fitness Center and Gate access with key component of it being accessible through Jenark database.

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

President Stone was absent. Vice-President S. Hopewell commented on agenda items throughout the meeting.

UNFINISHED BUSINESSPhone System. Update

Following a discussion, it was the consensus of the Committee to have the IT Supervisor provide more detailed list of presented bids at the next scheduled meeting.

Windows 10 Upgrades

The IT Supervisor stated that Windows 10 project has been completed.

Community Guide Covers

Following a brief discussion, no action was taken on this matter at the time of the meeting.

Social Media and Domains. Update

Following a discussion, it was the consensus of the Committee to discuss the purchase of a drone to take advantage of aerial photography and use it in updates on GRF community projects.

LW Community Map. Update

The Committee reviewed proposed changes to LW map as presented by Director of Communication and Technology. Following a discussion, it was the consensus of the Committee to have the Director of Communication and Technology summarize gathered feedback on LW map, including the insights provided by a shareholder/member and present the updated map at the next scheduled Committee meeting.

NEW BUSINESSE-Pub Technology by Tecnavia for LW Weekly

The Director of Communication and Technology spoke of e-publishing packages offered by Tecnavia, to replace the PDF file of LW Weekly online. She stated that new e-version of the paper will be easily accessible and have advanced features.

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

TO send a funding request to the Finance Committee and Board of Directors for Tecnavia standard package for \$5,800, with the exact dollar amount to be provided by the Executive Director.

The motion was carried unanimously by Committee members present.

Mid-Term to End of Term Project and Task Report

Following a discussion, no action was taken on this matter at the time of the meeting.

LW Weekly Special Columns

Per Chair Massetti's proposal, the Committee discussed the possibility of allocating space for special columns in LW Weekly to feature community amenities and "getting things straight". Following a discussion, no action was taken on this matter at the time of the meeting.

GOVERNING DOCUMENTS**Review: Policy 20-2806-1, Community Publications**

The Committee reviewed Policy 20-2806-1, Community Publications, with the intent of enforcing a complete blackout of candidates running for GRF and Mutual Boards.

Following a discussion, it was the consensus of the Committee to have the GRF attorney review the section 2.2. Limitations Related to Coverage of Election Candidates of Policy 20-2806-1, Community Publications, for possible revisions.

ADJOURNMENT

Chair Massetti adjourned the meeting at 3:46 p.m.



Nick Massetti, Chair
COMMUNICATIONS/IT COMMITTEE

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