



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT
Thursday, February 13, 2020
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. STAFF REPORTS</p> <p>IT Supervisor IT Project Timeline The Committee reviewed the IT Project Timeline as presented by the IT Supervisor. No action was taken on this matter at the time of the meeting.</p> <p>Wi-Fi Service Speeds Following a discussion, the Committee moved 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.</p>	<p>Executive Director, IT Supervisor</p>				
<p>2. STAFF REPORTS</p> <p>Director of Communication & Technology Publications Schedule. Update Following a discussion, the Committee concurred to move production date of the Community Guide to the second week of July. The Committee also concurred to invite LW Weekly advertising person, Sylvia King, to the next scheduled Committee meeting to discuss the advertising.</p> <p>Website Statistics The Committee reviewed website statistics as presented and advised the Director of Communication and Technology to obtain and present the</p>	<p>Director of Comm. & Technology</p>				

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information on what sections of LW Weekly get the most hits.					
3. UNFINISHED BUSINESS: Phone System. Update Following a discussion, the Committee concurred to have the IT Supervisor present more detailed list of the bids at the next scheduled meeting.	IT supervisor				
4. UNFINISHED BUSINESS: Windows 10 Upgrades The IT Supervisor stated that Windows 10 project has been completed.	IT Supervisor				
5. UNFINISHED BUSINESS: Community Guide Covers No action was taken on this matter at the time of the meeting.	Director of Comm. & Technology				
6. UNFINISHED BUSINESS Social Media & Domains. Update No action was taken on this matter at the time of the meeting.	Executive Director, Director of Comm. & Technology				
7. UNFINISHED BUSINESS: LW Community Map. Update Following a discussion, the Committee concurred to have the Director of Communication and Technology summarize gathered feedback on LW map and present the updated map at the next scheduled Committee meeting.	Director of Comm. & Technology				
8. NEW BUSINESS: E-Pub Technology by Tecnavia for LW Weekly Following a discussion, the Committee moved 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.	Executive Director, Director of Comm. & Technology		X	X	

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<p>9. NEW BUSINESS: Mid-term to End of Term Project and Task Report No action was taken on this matter at the time of the meeting.</p>	Director of Comm. & Technology				
<p>10. NEW BUSINESS LW Weekly Special Columns Following a discussion, the Committee concurred to leave this matter up to the Director of Communication and Technology.</p>	Director of Comm. & Technology				
<p>11. GOVERNING DOCUMENTS Review: Policy 20-2806-1, Community Publications Following a discussion, the Committee concurred 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.</p>	Director of Comm. & Technology				
<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. Update b. GRF Drone Discussion c. LW Community Map. Update d. LW Weekly Special Columns e. Fitness Center ID System f. Social Media Domains. Update g. Use of a Trademark. Update 					Recording Secretary