



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT
Thursday, March 12, 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 IT Supervisor went over the IT Project Timeline report as presented.</p> <p>Wi-Fi Service Speeds The IT Supervisor updated the Committee on Wi-Fi service speeds as presented.</p>	IT Supervisor				
<p>2. STAFF REPORTS</p> <p>Director of Communication & Technology Publications Schedule. Update The Committee reviewed Publications Schedule as presented by the Director of Communication and Technology, and discussed the updates on Community Guide, GRF Annual Report and revised LW map.</p> <p>Website Statistics The Committee reviewed website statistics as presented by Director of Communication and Technology.</p> <p>On-Site Sales Office Clicks The Committee reviewed On-site Sales office clicks report as presented by Director of Communication and Technology.</p>	Director of Comm. & Technology				
<p>3. UNFINISHED BUSINESS: Surveillance Cameras. Update The IT Supervisor stated that surveillance cameras have been received and will be</p>	IT supervisor				

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<p>installed by the end of May 2020.</p>					
<p>4. UNFINISHED BUSINESS: Office 365 Business The IT Supervisor stated that everyone will be upgraded to the next version of Office 365 by beginning of April.</p>	<p>IT Supervisor</p>				
<p>5. UNFINISHED BUSINESS: Dynamics API The IT Supervisor stated that residents' data is being sorted and transferred to Dynamics database with an estimated completion at the end of May 2020.</p>	<p>Director of Comm. & Technology</p>				
<p>6. UNFINISHED BUSINESS LW World Community Map. Update The Committee discussed the revision of LW Community map under the Director's of Communication and Technology staff report.</p>	<p>Director of Comm. & Technology</p>				
<p>7. UNFINISHED BUSINESS: LW Community Special Columns No discussion took place on this matter at the time of the meeting.</p>	<p>Director of Comm. & Technology</p>				
<p>8. UNFINISHED BUSINESS: Social Media Domains. Update Following a discussion, no action took place on this matter at the time of the meeting.</p>	<p>Executive Director, Director of Comm. & Technology</p>				
<p>9. UNFINISHED BUSINESS: Use of a Trademark. Update The Committee asked the Director of Communication and Technology to present previously chosen domain names for social media handles at the next scheduled Committee meeting.</p>	<p>Director of Comm. & Technology</p>				

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<p>10. NEW BUSINESS GRF Drone Discussion No discussion took place on this matter at the time of the meeting.</p>	Director of Comm. & Technology				
<p>11. NEW BUSINESS: Fitness Center ID System No discussion took place on this matter at the time of the meeting.</p>	Executive Director				
<p>12. GOVERNING DOCUMENTS Review: Policy 20-2860-3 Policy 20-5585-1 Amend: Policy 20-2806-2, Community Publications Policy 20-5046-3, Records Management Procedures Policy 20-2860-1, Advertising Rates Policy 20-5585-1, Advertising Policy Rescind: Policy 20-2850-3, Advertising Commissions Policy 20-2861-1, Advertising for Estate and Patio Sales Policy 20-2866-1, Bilingual Advertising Policy 20-5581-1, Communications Department Advertising Policy Policy 20-5583-3, Minibus Advertising Following a discussion, the Committee concurred to forward the above governing documents to the Governing Documents Committee to be reviewed in a work study and have the Recording Secretary bring up appropriate policies as follows.</p>	Director of Comm. & Technology				

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FUTURE AGENDA ITEMS:

The Committee moved/concurred to include:

- a. Surveillance Cameras. Update
- b. Office 365 Business. Update
- c. Dynamics API
- d. LW Community Map. Update
- e. LW Weekly Special Columns
- f. Social Media Domains. Update
- g. Use of a Trademark. Update

Recording Secretary