



COMMUNICATIONS & IT COMMITTEE MINUTES

March 12, 2020

The regular meeting of the Communications & IT Committee was called to order at 1:00 p.m. by Chair Massetti on Thursday, March 12, 2020, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mr. N. Massetti, Chair Mr. P. Pratt
 Mr. S. Hopewell Mr. W. Thompson
 Ms. J. Isom

Absent: Ms. L. Stone, Ex-Officio

Also Present: Mr. R. Ankeny, Executive Director
 Ms. N. Chigireva, Director of Communication & Technology
 Mr. D. Fabian, IT Supervisor
 Ms. K. Lukina, Communications OPS Coordinator
 One Shareholder/Foundation Member

CHAIR'S ANNOUNCEMENTS

Chair Massetti introduced guests and staff – Executive Director Randy Ankeny, Director of Communication & 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 to avoid side conversation.

Chair's Report

Chair Massetti had no report to present at the time of the meeting.

SHAREHOLDER/MEMBER COMMENTS

There were no comments made by Shareholders/Members at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the February 13, 2020, regular meeting were approved, as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS

IT Supervisor

Budget Variance Report

The IT Supervisor presented his Budget Variance report, for Cost Center 934, as submitted.

IT Project Timeline

The Committee discussed the IT Project Timeline, as presented.

Wi-Fi Service Speeds

The IT Supervisor updated the Committee on Wi-Fi service speeds as presented.

Director of Communication and Technology

Budget Variance Report & Sales Report

The Director of Communications and Technology presented her Budget Variance report and Sales report for Cost Center 236, as submitted.

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. Ms. Chigireva stated that the publication date for a Community Guide remains postponed, the LW map is being reworked by designer and will be presented for the Committee's review upon its completion, and the production of Annual Report will start as soon as all the departments have submitted their reports.

Website Statistics

The Committee reviewed website statistics as presented by Director of Communication and Technology.

On-Site Sales Office Clicks

The Committee reviewed On-site Sales office clicks report as presented by Director of Communication and Technology.

Executive Director

The Executive Director spoke of precautions GRF is taking to ensure that staff is able to work remotely due to external factors, including the production of LW Weekly, and keep a solid communication on coronavirus updates. He also stated that LW Weekly will work with key advertisers on finding the ways to keep the disruptions due to coronavirus to the minimum and looking at collaborations that'd mutually benefit the residents and local businesses, such as food delivery services.

SUBCOMMITTEE REPORTS (N/A)**UNFINISHED BUSINESS**Surveillance Cameras. Update

The IT Supervisor stated that surveillance cameras have been received and will be installed by the end of May 2020.

Office 365 Business

The IT Supervisor stated that everyone will be upgraded to the next version of Office 365 by beginning of April.

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.

LW Community Map. Update

The Committee discussed the revision of LW Community map under the Director of Communication and Technology staff report.

LW Weekly Special Columns

No discussion took place on this matter at the time of the meeting.

Social Media Domains, Update

Following a discussion, no action took place on this matter at the time of the meeting.

Use of a Trademark, Update

Following a discussion, 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.

NEW BUSINESS

GRF Drone, Discussion

No discussion took place on this matter at the time of the meeting.

Fitness Center ID System

No discussion took place on this matter at the time of the meeting.

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, it was the consensus of the Committee to suspend the review of above governing documents until the document system is updated with the current revision of those documents.

PRESIDENT'S COMMENTS

Vice-President, Ms. S. Hopewell, commented on agenda items throughout the meeting.

FUTURE AGENDA ITEMS

It was the consensus of the Committee to include the below listed items on the next Committee meeting agenda.

- 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

NEXT MEETING

April 9, 2020 at 1:00 p.m.
Administration Conference Room

ADJOURNMENT

Chair Massetti adjourned the meeting at 1:58 p.m.



Nick Massetti, Chair
Communications & IT Committee

KL 03-12-20