



## **COMMUNICATIONS/IT COMMITTEE MINUTES**

### **September 10, 2020**

The Recreation Committee meeting was held on Thursday, September 10, 2020, and was called to order at 1:00 p.m. by Chair Isom in Clubhouse Four, followed by the Pledge of Allegiance.

#### **ROLL CALL**

Present: Ms. J. Isom, Chair  
Ms. M. Gerber  
Ms. C. Levine  
Mr. L. Slutsky  
Ms. L. Stone  
Mr. W. Thompson  
Ms. S. Hopewell, Ex-Officio

Also Present: Mr. N. Massetti, GRF Board Member, Mutual Seventeen  
Mr. L. Melody, GRF Board Member, Mutual Fourteen  
Ms. P. Snowden, GRF Board Member, Mutual Two  
Mr. R. Ankeny, Executive Director  
Mr. D. Fabian, IT supervisor  
Ms. R. Osborn, Managing Editor  
Ms. K. Lukina, News Editor, Copywriter, Page Designer

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 4<sup>th</sup> 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 October of 2020.

#### **CHAIR'S ANNOUNCEMENTS**

Chair Isom greeted and welcomed everyone to the Communications/IT Committee meeting and introduced Foundation members, guests and staff, including Executive Director Randy Ankeny, IT Supervisor Daniel Fabian, Managing Editor Ruth Osborn and News Editor, Copywriter, Page Designer Katya Lukina.

#### **Rules of Order**

Chair Isom asked everyone to silence their cell phones, wait for their turn to speak and avoid side conversations.

Chair's Report

Chair Isom 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 summary of April 9, 2020, Communications/IT Committee meeting was approved as submitted.

**CORRESPONDENCE**

Making Community More User Friendly

Following a discussion, the Committee further discussed the author's suggestion under unfinished business, LW Community map, and concurred to send Mr. Valentinetti a "thank you" letter to notify him of the Committee's decision.

**STAFF REPORTS**

IT Supervisor

Budget Variance Report

The IT Supervisor spoke of a variance budget report for CC 934 as presented.

IT Project Timeline

The Committee reviewed the IT Project Timeline as presented. Following a discussion, the Committee advised the IT Supervisor to list the services currently provided by FFT and present it at the next scheduled Committee meeting.

Wi-Fi Service Speeds

The Committee reviewed Wi-Fi Service speeds as presented.

Website Statistics

Following a discussion, the Committee advised the IT Supervisor to present website statistics of the Resale Home Center at the next scheduled Committee meeting.

Managing Editor

Budget Variance Report.

Budget Comparison Report

The Committee reviewed budget reports for CC 236 as presented.

Publications Schedule

Community Guide. Update

The Committee reviewed the publications schedule as presented. The Managing Editor welcomed the questions and spoke in detail about 2021 Community Guide, scheduled for delivery in February of 2021.

Executive Director

The Executive Director spoke of successful production of LW Weekly despite current conditions.

**SUB-COMMITTEE REPORTS (N/A)**

**UNFINISHED BUSINESS**

Maxxess Access Control

The IT Supervisor spoke of the gate control system, Maxxess, and stated that progress is being made on data transfer from Jenark to general database, with the editing, staff training and real life testing next.

Clubhouse Three Multimedia Learning Center

The IT Supervisor provided the Committee with an update on learning center, along with implementation of a hearing aid system (T-Coil) for hearing impaired residents, generously donated by Golden Age Foundation.

Clubhouse Three Multipurpose Kitchen

The Executive Director provided the Committee with the updates on Clubhouse Three Kitchen. The Committee concurred to further discuss this topic at the next scheduled Committee meeting.

Clubhouse Six Fitness Center

The Executive Director provided no updates on the Fitness Center.

LW Community Map

The Committee reviewed the draft of a revised LW map as presented. Chair Isom asked the Committee members to send recommendations on the proposed map to the Recording Secretary and review a revised version of it at the next scheduled Committee meeting.

LW Weekly Special Columns

The Committee discussed future column ideas to unofficially answer the questions from social media sites and provide residents with various updates.

Social Media Domains

Following a discussion, the Committee concurred to further review this topic at the next scheduled Committee meeting.

Use of a Trademark. Update

Following a discussion, the Committee concurred to further review this topic at the next scheduled Committee meeting. Until then, the Executive Director advised the IT Supervisor to send a list of available domains and costs to Committee members for review.

Tecnavia. Update

Following the discussion, the Committee concurred to have the IT Supervisor send out the link to a staging site to all the Committee members for review.

Chair Isom called for a break at 2:26 p.m. The meeting resumed at 2:44 p.m.

**NEW BUSINESS**Synology NAS (on-site & off-site backups)

Following a discussion, Ms. Levine MOTIONED, seconded by Ms. Gerber –

**TO** recommend the Communications & IT Committee approve the purchase of the Synology NAS backup solution in the amount not to exceed \$3,557, as a charge to 6410015-934 (Computer & Supplies), refer to the Finance Committee for Capital funding and forward it to the Board for final approval.

The motion was carried unanimously by the Committee members present.

GRF Drone for Multimedia Content

Following a discussion, Ms. Stone MOTIONED, seconded by Ms. Gerber –

**TO** recommend the Communications & IT Committee approve the purchase of a DJI Mavic Air drone and 512 Micro SD memory card for \$685 plus shipping/tax and charge it to 6410015-330 (Computer & Supplies) as an operational expense.

The motion was carried unanimously by the Committee members present.

The Executive Director also stated that this matter will be reviewed at the Presidents Council October meeting.

Future Publications

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

**GOVERNING DOCUMENTS**

Review

Policy 20-2860-1, Establishing Advertising Rates

Policy 20-5585-1, Advertising Policy

Amend:

Policy 20-2806-2, Community Publications

Policy 20-5046-3, Records Management Procedures

Policy 20-2860-1, Establishing 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

The Committee concurred to elect Ms. Isom, Ms. Gerber and Mr. Thompson to be on a work study group to go over the above policies, prior to October Board meeting.

**FUTUTRE AGENDA ITEMS**

- a. Approval of March 12, 2020 minutes
- b. Appointment of Vice-Chair
- c. Clubhouse Three Multipurpose Kitchen
- d. Current FFT Services. Update
- e. Resale Home Center Statistics
- f. LW Community Ma. Update
- g. Social Media Domains. Update
- h. Use of a Trademark. Update
- i. Tecnavia. Update
- j. LW 2021 Calendar Covers, Formatting
- k. Review Policy 20-5125-3, Communications/ITS Committee Charter

**PRESIDENT'S COMMENTS**

President Hopewell commented on agenda items throughout the meeting.

**NEXT MEETING**

October 8, 2020

**ADJOURNMENT**

Chair Isom adjourned the meeting at 3:22 p.m.



Janet Isom, Chair  
COMMUNICATIONS/IT COMMITTEE

KL 09-10-20