



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT

Thursday, September 10, 2020
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Maxxess Access Control The IT Supervisor provided the Committee with an update on Maxxess Access Control System.	IT Supervisor				
2. UNFINISHED BUSINESS: CH 3 Multimedia Learning Center The IT Supervisor provided the Committee with an update on Clubhouse Three Multimedia Learning Center	IT Supervisor				
3. UNFINISHED BUSINESS: CH 3 Multipurpose Kitchen The Executive Director provided the Committee with an update on Clubhouse Three Multipurpose Kitchen	Executive Director				
4. UNFINISHED BUSINESS: CH 6 Fitness Center No updates were provided on Clubhouse Six Fitness Center at the time of the meeting.	Executive Director				
5. NEW BUSINESS: LW Community Map. Update The Committee concurred to send recommendations on presented draft of LW map to the Recording Secretary and review the updated version of it at the next scheduled Committee meeting.	Recording Secretary				

COMMUNICATIONS/IT COMMITTEE

<p>6. UNFINISHED BUSINESS: LW Weekly Special Columns The Committee discussed future column ideas to answer the questions and provide residents with the updates.</p>	<p>Committee Members, Managing Editor</p>				
<p>7. UNFINISHED BUSINESS: Social Media Domains. Update The Committee concurred to further review this topic at the next scheduled Committee meeting.</p>	<p>Executive Director</p>				
<p>8. UNFINISHED BUSINESS: Use of a Trademark. Update The Committee concurred to further review this topic at the next scheduled Committee meeting.</p>	<p>Executive Director</p>				
<p>9. UNFINISHED BUSINESS: Technavia. Update The Committee concurred to have the IT Supervisor send out the link to a staging site to all the Committee members for review.</p>	<p>IT Supervisor</p>				
<p>10. NEW BUSINESS: Synology NAS (on-site & off-site backups) The Committee moved 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.</p>	<p>Executive Director, IT Supervisor</p>		X	X	

COMMUNICATIONS/IT COMMITTEE

<p>11. NEW BUSINESS: GRF Drone for Multimedia Content The Committee moved 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.</p>	<p>Executive Director, IT Supervisor</p>		X	X	
<p>12. NEW BUSINESS: Future Publications No discussion took place on this topic at the time of the meeting.</p>	<p>Managing Editor</p>				
<p>13. GOVERNING DOCUMENTS Review:</p> <ul style="list-style-type: none"> i. 20-2860-1, Establishing Advertising Rates ii. 20-5585-1, Advertising Policy <p>Amend:</p> <ul style="list-style-type: none"> i. 20-2806-2, Community Publications ii. 20-5046-3, Records Management Procedures iii. 20-2860-1, Establishing Advertising Rates iv. 20-5585-1, Advertising Policy <p>Rescind:</p> <ul style="list-style-type: none"> i. 20-2850-3, Advertising Commissions ii. 20-2861-1, Advertising for Estate and Patio Sales iii. 20-2866-1, Bilingual Advertising iv. 20-5581-1, Communications 	<p>Recording Secretary</p>				

COMMUNICATIONS/IT COMMITTEE

<p>Department Advertising Policy v. 20-5583-3, Minibus Advertising</p> <p>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.</p>					
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include:</p> <ul style="list-style-type: none"> 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 Map. Update g. Social Media Domains. Update h. Use of a Trademark. Update i. Technavia. Update j. LW 2021 Calendar Covers, Formatting k. Review Policy 20-5125-3, Communications/ITS Committee Charter 					<p>Recording Secretary</p>