



COMMUNICATIONS/IT COMMITTEE MINUTES

April 9, 2020

The informational Communications/IT Committee meeting was held on Thursday, April 9, 2020, and was called to order at 1:00 p.m. by Chair Massetti, over Conference Calling.

ROLL CALL

Present:	Mr. N. Massetti, Chair	Mr. P. Pratt
	Ms. S. Hopewell	Mr. W. Thompson
	Ms. J. Isom	Ms. L. Stone, Ex-Officio

Also Present:	Mr. D. Fabian, IT supervisor
	Ms. K. Lukina, Recording Secretary

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 4th 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 informational committee meeting will be presented to the Board for approval following the approval of the Committee meeting minutes in May of 2020.

CHAIR'S ANNOUNCEMENTS

Chair Massetti greeted and welcomed everyone to the Communications/IT Committee meeting and introduced Foundation members, guests and staff, including 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 avoid side conversations.

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 March 12, 2020, Communications/IT Committee meeting were approved as submitted.

CORRESPONDENCE (N/A)

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.

Wi-Fi Service Speeds

The Committee reviewed Wi-Fi Service speeds as presented.

Director of Communications and Technology

Budget Variance Report.

Budget Comparison Report

The Committee reviewed budget reports for CC 236 as presented.

Publications Schedule. Update

The Committee reviewed the publications schedule as presented.

Executive Director

The Executive Director was not present at the time of the meeting.

SUB-COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Remote Conference Meeting Software

Following a discussion about remote conference meeting software, the IT Supervisor stated that he is exploring Zoom and Google Meet, and will present more information on this topic at the next scheduled Committee meeting.

Office 365 Business. Update

The IT Supervisor stated that Office 365 Business installation is complete and available for use to all staff members from any device. In addition, he stated that GRF Board members can also have their iPads upgraded, if they haven't already done so.

Dynamics API & Maxxess Access Control. Update

The IT Supervisor stated that the new server was installed at the exit gate, with a remote access. He also added that the residents' data is extracted from Dynamics and put in Excel, with the input yet to be configured, and the project scheduled to be completed by the middle of next week at the latest. The IT Supervisor also stated that the access control project is estimated to be completed in June of 2020 or sooner.

AirFiber Internet Speed Upgrades

The IT Supervisor stated that the antennas have been purchased and installed in Clubhouse Six, Administration Building, and Service Maintenance Yard. The Main Gate antenna is planned to be installed at the end of April, and the project is expected to be completed in May of 2020 or sooner.

LW Community Map. Update

The Director of Communications & Technology stated that she is working with designer on a new LW map and will continue updating the Committee on its progress. Chair Massetti stated that he will be sending collective feedback on map redesign to the Director of Communications & Technology shortly following the meeting.

LW Weekly Special Columns

President Stone spoke of a column she has written to be published in LW Weekly. The rest of the attendees discussed LW Weekly's improved look and better flow of the content.

Social Media Domains. Update

The Director of Communications & Technology stated that operation of LWSB social media domains is pending the Executive Director's approval. The IT Supervisor added that many residents have recently signed up for LW Live updates, which can also be done through a link on LWSB website.

Use of a Trademark. Update

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

Identification of New Departmental Processes to be Maintained

The IT Supervisor stated that the IT Department has implemented Slack, ConnectWise and Google Meet (yet to be addressed) to allow for continuous connection and communication among the staff. He also added that he is looking into new e-signature software, DocuSign, to eliminate the paperwork.

In addition, the IT Supervisor was permitted to move forward with the purchase and installation of a remote meeting software, once found, pending the Executive Director's approval.

NEW BUSINESS (N/A)

GOVERNING DOCUMENTS (N/A)

FUTUTRE AGENDA ITEMS (N/A)

PRESIDENT'S COMMENTS

President Stone commented on agenda items throughout the informational meeting.

NEXT MEETING

September 10, 2020

ADJOURNMENT

Chair Massetti adjourned the meeting at 1:42 p.m.



Nick Massetti, Chair
COMMUNICATIONS/IT COMMITTEE