



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT
Thursday, October 8, 2020
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Maxxess Access Control. Update The IT Supervisor updated Committee members on the status of a front gate access software – Maxxess Access Control.	IT Supervisor				
2. UNFINISHED BUSINESS: CH 3 Multimedia Learning Center. Update The IT Supervisor updated Committee members on the status of Clubhouse Three Multimedia Learning Center.	IT Supervisor				
3. UNFINISHED BUSINESS: CH 3 Multipurpose Kitchen. Update No discussion took place on this topic at the time of the meeting.	IT Supervisor				
4. UNFINISHED BUSINESS: CH 6 Fitness Center. Update The IT Supervisor updated Committee members on the status of Clubhouse Six Fitness Center.	IT Supervisor				
5. UNFINISHED BUSINESS: LW Community Map. Update The Committee concurred to make changes to presented draft of LW map (yellow streets) and review a revised version of it at the next scheduled Committee meeting.	Recording Secretary				

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<p>6. UNFINISHED BUSINESS: Social Media Domains. Update The Committee concurred to cut the list of presented domains in a half, change the title to Social media domains owned by GRF, and further review it at the next scheduled Committee meeting.</p>	IT Supervisor				
<p>7. UNFINISHED BUSINESS: Use of a Trademark. Update The Committee concurred to further review this topic at the next scheduled Committee meeting.</p>	IT Supervisor, Executive Director				
<p>8. UNFINISHED BUSINESS: Tecnavia. Update The Committee concurred to further discuss this topic at the work study and bring it back for Committee's review in November.</p>	Managing Editor, Executive Director				
<p>9. NEW BUSINESS: Appointment of Vice-Chair The Committee concurred with Chair Isom on Ms. M. Gerber's appointment as a Vice Chair.</p>	Committee Chair				
<p>10. NEW BUSINESS: Paramount WorkPlace Software Proposal The Committee moved to recommend the GRF Board approve the purchase of the Paramount WorkPlace software to manage the purchasing cycle, as described in the attached proposal for a first-year cost not to exceed \$45,000 of capital funds that include a contingency of \$8,420 and the first year annual maintenance of \$3,780, pending Finance Committee review, and to authorize the</p>	Director of Finance, Executive Director	Finance	X		

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<p>GRF President to sign the agreement. The motion passed with one abstention (L. Slutsky).</p>					
<p>11. NEW BUSINESS: Surveillance Camera Audit The IT Supervisor provided the Committee with a status of current security cameras. The Committee concurred to further discuss this topic at the next scheduled Committee meeting.</p>	<p>IT Supervisor</p>				
<p>12. NEW BUSINESS: LW 2021 Calendar Covers. Formatting The Committee chose option #2 for the cover of LW Calendar and concurred to have Chair Isom and C. Levine review and approve revised option A for the calendar formatting.</p>	<p>Committee Chair, Managing Editor, Recording Secretary</p>				
<p>13. GOVERNING DOCUMENTS Review:</p> <ul style="list-style-type: none"> i. 20-5125-3, Communications/ITS Committee Charter The Committee concurred to mark Policy 20-5125-3, Communications/ITS Committee Charter, reviewed as corrected. ii. 20-5585-1, Advertising Policy The Committee concurred to postpone the revision of Policy 20-5585-1, Advertising Policy until next scheduled Committee meeting. 	<p>Recording Secretary</p>				

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FUTURE AGENDA ITEMS:

The Committee moved/concurred to include:

- a. LW Map. Update.
- b. Social Media Domains. Update
- c. Use of a Trademark. Update
- d. Surveillance Camera Audit
- e. The dais system
- f. Tecnavia. Update
- g. Policies to review:
 - 20-5585-1, Advertising Policy
- h. Policies to amend:
 - 20-2806-2, Community Publications
 - 20-5046-3, Records Management Procedures
 - 20-2860-1, Establishing Advertising Rates
 - 20-5585-1, Advertising Policy
- i. Policies to rescind:
 - 20-2850-3, Advertising Commissions
 - 20-2861-1, Advertising for Estate and Patio Sales
 - 20-2866-1, Bilingual Advertising
 - 20-5581-1, Communications Department Advertising Policy
 - 20-5583-3, Minibus Advertising

Recording Secretary