

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 minutes of October 8, 2020, Communications/IT Committee meeting were approved as corrected.

CORRESPONDENCE

Letters to the Editor, US Election, M. Williams, Mutual 17 & D. Hodel, Mutual Six

The Committee briefly discussed two letters to the Editor regarding US Election. No action was taken on this matter at the time of the meeting.

STAFF REPORTS

IT Supervisor

Budget Variance Report

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

IT Project Timeline

The IT Supervisor spoke of the IT project timeline, as presented, and briefly answered Committee members' questions on security cameras and ID cards software, Jolly.

Website Statistics

The IT supervisor spoke of website statistics report, as presented, with the data obtained from Google analytics, and also provided the Committee with statistics of On-Site Sales website.

Managing Editor

Budget Variance Report.

Budget Comparison Report

The Committee reviewed budget variance report for CC 236 as presented. The Managing Editor also noted that decrease in unfavorable variance can be explained by open enrollment and rise in demand of front-page advertising.

Publications Schedule Update

The Committee reviewed 2020-2021 publications schedule as presented.

Executive Director

The Executive Director spoke of change in a printing company that would reflect in additional savings in the future.

SUB-COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

LW Map Update

Following a discussion, the Committee concurred to approve the LW map as corrected.

Maxxess Gate Access Update

The IT Supervisor provided the Committee with an update on Maxxess Gate Access with the software implementation date yet to be determined. He stated that Security Department is formulating the procedures, the data is being transitioned daily and the project is on its final phase of completion.

CH 3 Multipurpose Kitchen Update

The IT Supervisor updated the Committee on the status of multipurpose kitchen in Clubhouse Three, with the demo scheduled the week of November 15th.

CH 6 Fitness Center Update

The IT Supervisor provided the Committee with an update on LW Fitness Center, stating that the check-in software has been tested and pre-registrations to use it are now accepted at the Recreation Department and online.

LW Social Media Update

Following a discussion, the Committee concurred to launch the community's social media accounts alongside updated lwsb website.

Surveillance Cameras Audit

The IT Supervisor stated that current surveillance cameras are in the process of being audited, and the action request for their replacement will be presented to the Committee in the beginning of 2021.

Tecnavia Update

Following a discussion, the Committee advised IT Supervisor to reach out to Tecnavia team to obtain more information on LW Weekly e-edition setup and appearance to fully benefit the community.

NEW BUSINESS

CH 4 Dais Discussion

The Committee discussed Clubhouse Four Dais upgrade as presented by the IT Supervisor and concurred to draft a questionnaire to gather the Board and Committee's feedback on this matter prior to moving forward.

GOVERNING DOCUMENTS

Review:

Policy 20-5585-1, Advertising

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

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, the Committee concurred to review the above policies at a work study, prior to its scheduled December meeting.

FUTUTRE AGENDA ITEMS

- a. Surveillance Cameras Audit
- b. Tecnavia Update
- c. Clubhouse 4 Dais Discussion

PRESIDENT'S COMMENTS

President Hopewell was absent at the time of the meeting.

NEXT MEETING

December 10, 2020

ADJOURNMENT

Chair Isom adjourned the meeting at 2:14 p.m.

A handwritten signature in blue ink, appearing to read "Janet Isom", is written over a horizontal line.

Janet Isom, Chair
COMMUNICATIONS/IT COMMITTEE

KL 11-12-20