![GRF - Golden Rain Foundation logo]

COMMUNICATIONS/IT COMMITTEE MINUTES
January 14, 2021

The COMM/IT Committee meeting was held on Thursday, January 14, 2021, and was called to order at 1:00 p.m. by Chair Isom in Clubhouse Four and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. J. Isom, Chair	Mr. L. Slutsky
	Ms. M. Gerber	Mr. W. Thompson
	Ms. C. Levine	Mr. R. Collazo
		Ms. S. Hopewell, Ex-Officio
Absent:	Ms. L. Stone	
Also Present:	Mr. N. Massetti, GRF Board member, Mutual Seventeen	
	Mr. D. Fabian, IT supervisor	
	Ms. R. Osborn, Managing Editor	
	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 committee meeting will be presented to the Board for approval following the approval of the Committee meeting minutes in February of 2021.

CHAIR'S ANNOUNCEMENTS

Chair Isom greeted and welcomed everyone to the Communications/IT Committee meeting and introduced Foundation members, guests and staff, including IT Supervisor Daniel Fabian, Managing Editor Ruth Osborn and Recording Secretary 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 minutes of November 12, 2020, Communications/IT Committee meeting were approved as presented.

CORRESPONDENCE

There was no correspondence to review 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 adding that the Maxxess Access Control is scheduled to be launched by the end of January; the further direction on a cable contract will be sought from the Mutuals, following the presentation at the next scheduled President's Council meeting; the website redesign project is expected to be done in mid-June and the surveillance cameras are being troubleshooted.

Website Statistics

The IT supervisor spoke of website statistics report and most visited website pages as presented, stating that the LW Live sign-up and opening rates have gone up.

Managing Editor

Budget Variance Report.
Budget Comparison Report

The Committee reviewed budget variance report for CC 236 as presented. The Managing Editor mentioned the decrease in printing costs due to fewer ads during the holidays.

Publications Schedule Update

The Managing Editor spoke of 2021 publication schedule as presented, stating that the LW map is currently a top priority and the Community Guide project is moving along.

The Committee also discussed legal requirements for the annual report publication and delivery of LW Weekly and community maps.

Executive Director

The Executive Director was absent at the time of the meeting.

SUB-COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Surveillance Camera Audit

The IT Supervisor stated that the action request for surveillance cameras has been delayed due to shortage of electricians and is scheduled to be presented for the Committee's review in February/March of 2021.

Tecnavia Update

Following a brief discussion, the IT Supervisor stated that he is looking to meet with Chair Isom prior to next scheduled Committee meeting to answer the technical questions about Tecnavia.

CH 4 Dais Discussion

Following a discussion, the Committee concurred to increase the font size of Clubhouse Four dais survey and distribute it among the Board members and Recording Secretaries for feedback.

NEW BUSINESS

Community Guide Covers

Following a discussion and review of presented covers, the Committee concurred to see more options of 2021 Community Guide cover featuring the community, along with some design changes to highlight the purpose of the publication.

FUTURE AGENDA ITEMS

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

PRESIDENT'S COMMENTS

President Hopewell spoke of future agenda items and advised Chair Isom and the Managing Editor to discuss the map for 2021 Community Guide prior to the next scheduled Committee meeting.

FUTURE AGENDA ITEMS:

The Committee moved/concurred to include:

Unfinished Business:

    a. Surveillance Cameras Audit
    b. Tecnavia
    c. Clubhouse Four Dais Survey
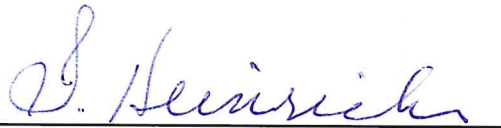   d. Community Guide Covers

New Business:

    a. Annual Report
    b. Community Guide (map)

NEXT MEETING

February 11, 2021

ADJOURNMENT

Chair Isom adjourned the meeting at 1:48 p.m.

Janet Isom, Chair
COMMUNICATIONS/IT COMMITTEE

KL 01-14-21