



COMMUNICATIONS/IT COMMITTEE MINUTES

February 11, 2021

The COMM/IT Committee meeting was held on Thursday, February 11, 2021, and was called to order at 1:00 p.m. by Vice Chair Gerber in Clubhouse Four and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. J. Isom, Chair (Zoom) Mr. L. Slutsky (1:05)
Ms. M. Gerber Ms. L. Stone (Zoom)
Ms. C. Levine (Zoom) Mr. R. Collazo (Zoom)
Ms. S. Hopewell, Ex-Officio

Absent: Mr. W. Thompson

Also Present: Mr. N. Massetti, GRF Board member, Mutual Seventeen (Zoom)
Ms. P. Snowden, GRF Board member, Mutual Two (Zoom)
Mr. R. Ankeny, Executive Director
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 March of 2021.

CHAIR'S ANNOUNCEMENTS

Vice Chair Gerber greeted and welcomed everyone to the Communications/IT Committee meeting and introduced Foundation members, guests and staff, including Executive Director Randy Ankeny, IT Supervisor Daniel Fabian, Managing Editor Ruth Osborn and Recording Secretary Katya Lukina.

Rules of Order

Vice Chair Gerber asked everyone to silence their cell phones, wait for their turn to speak and avoid side conversations.

Chair's Report

Vice Chair Gerber 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 January 14, 2021, Communications/IT Committee meeting were approved as corrected.

CORRESPONDENCE

Following a brief discussion on the email from noted L.A. Times writer, Steve Lopez, Ms. Isom MOTIONED, seconded by Ms. Levine -

TO publish Mr. Lopez's column in LW Weekly on seeking input from LW residents on retirement.

The motion was carried unanimously by Committee members present and on Zoom.

STAFF REPORTS

IT Supervisor

Budget Variance Report

The IT Supervisor spoke of a budget variance report for CC 934 as presented and briefly discussed the benefits of current e-signature software.

IT Project Timeline

The IT Supervisor spoke of the IT Project Timeline as presented.

Website Statistics

The IT supervisor spoke of website statistics report as presented and stated that the number of sign-ups has recently doubled due to vaccination clinics.

Following a brief discussion, the Committee asked the IT Supervisor to present the statistics of unsubscribed contacts at the next scheduled Committee meeting.

Managing Editor

Budget Variance Report
Budget Comparison Report

The Committee reviewed budget variance report for CC 236 as presented by the Managing Editor.

Publications Schedule Update

The Managing Editor spoke of the publications schedule as presented and stated that the publication of 2021 Community Guide has been moved to July due to election, and LW Community map will be printed in mid-March.

Following a brief discussion on county's COVID-19 projections, Ms. Gerber MOTIONED, seconded by Mr. Slutsky -

TO cancel publication of the 2021 Spotlight, because there will be no Amphitheater season to publicize in 2021.

The motion was carried unanimously by Committee members present and on Zoom.

Executive Director

The Executive Director spoke of the annual report advertising and expressed his gratitude to the News and IT Departments for their active involvement in community vaccination program.

SUB-COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Tecnavia

The IT Supervisor spoke of Tecnavia project background and reviewed a proposed interface between Tecnavia's LW Weekly online edition and the LWSB.com website, among other considerations.

Following a discussion, it was a consensus of the Committee to further discuss this topic at the next scheduled Committee meeting.

CH 4 Dais Discussion

The IT Supervisor reviewed the results of a survey on upgrading audio/visual equipment for the dais in Clubhouse Four, as presented, based on the survey input provided by GRF Board members and Recording Secretaries.

Following a discussion, it was a consensus of the Committee to further discuss this topic at the next scheduled Committee meeting.

Community Guide Covers

The Committee reviewed revised covers for the 2021 Community Guide and Telephone Directory as presented. A majority of the Committee opted for the golf course cover (option #5) with a complementary color palette for page tabs and margins.

It was a consensus of the Committee to review the final cover for 2021 Community Guide, revised as discussed, at the next scheduled Committee meeting.

NEW BUSINESS

Annual Report

The Executive Director stated that the 2021 Annual report will be printed in May, have individual photos of the Board members, and have a binding.

Community Guide (map)

The Committee reviewed two community guide LW map options, as presented.

Following a discussion, Ms. Isom MOTIONED, seconded by Ms. Gerber -

TO accept the Community Guide option #2 (yellow roads), with the following revisions: identify major LW landmarks, change the map's orientation and make the main gate icon larger.

The motion was carried unanimously by Committee members present and on Zoom.

It was also a consensus of the Committee to review the revised LW Community Guide map at the next scheduled Committee meeting.

Community SMS Text Alerts

The Committee reviewed SMS text alerts pricing plans to be used along with LW Live to send alerts to the residents, as presented by the IT Supervisor.

Following a discussion, the IT Supervisor stated that he will set up a system to provide emergency texts in LW (at no cost).

It was a consensus of the Committee to discuss whether to implement the texting system in LW at the next scheduled Committee meeting.

PRESIDENT'S COMMENTS

President Hopewell expressed her appreciation to Vice Chair Gerber for leading the meeting and stated that she is looking forward to the updates on Community Guide.

FUTURE AGENDA ITEMS

Unfinished Business:

- a. Tecnavia Update
- b. Clubhouse 4 Dais Survey. Update
- c. Community Guide Cover. Update
- d. Community Guide Map. Update
- e. SMS Text Alerts. Update

NEXT MEETING

March 11, 2021

ADJOURNMENT

Vice Chair Gerber adjourned the meeting at 1:59 p.m.

Marsha Gerber, Vice Chair
COMMUNICATIONS/IT COMMITTEE

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