



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT

March 11, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. CORRESPONDENCE: Statue Removal, Audrey Wass; Statue Relocation/LW Social Media Management, Peggy Beste The Committee concurred to look into the issues addressed by the residents and have the Recording Secretary respond to the residents with the Committee's decision.</p>	Executive Director, Recording Secretary				
<p>2. STAFF REPORTS: Publications Schedule Update The Managing Editor stated that the publication schedule is on target; 2021 annual report, 2022 LWSB 60th anniversary commemorative book and 2022 LW calendar are in the early stages of planning.</p>	Managing Editor, Executive Director				
<p>3. UNFINISHED BUSINESS: Tecnavia Update The IT Supervisor stated that Tecnavia will be ready for a launch following the staff training next month and a tutorial article for the residents in LW Weekly. The committee also discussed security reports in LW Weekly and concurred to further address this topic at the next scheduled Committee meeting.</p>	IT Supervisor, Managing Editor				

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<p>4. UNFINISHED BUSINESS: Clubhouse Four Dais Survey. Update Following a review of the proposal on Clubhouse Four dais, the Committee unanimously concurred to move forward with this project, review other proposals with a breakdown of estimated cost, and have the TM AV Consulting & Integration Inc. representative demonstrate the dais system at the next scheduled Committee meeting.</p>	<p>IT Supervisor, Executive Director</p>				
<p>5. UNFINISHED BUSINESS: Community Guide Cover. Update The Managing Editor stated that the Community Guide is in the process of development and the final version will be presented for the Committee's review.</p>	<p>Managing Editor, Recording Secretary</p>				
<p>6. UNFINISHED BUSINESS: Community Guide Map. Update The Committee reviewed a revised LW Community Guide map as presented.</p>	<p>Executive Director, Managing Editor</p>				
<p>7. UNFINISHED BUSINESS: SMS Text Alerts. Update Following a discussion, the Committee moved to direct the IT department to send out the survey to seek the feasibility of doing SMS text alerts in the Community. The motion passed unanimously with Committee members present.</p>	<p>Managing Editor, Recording Secretary</p>				
<p>8. NEW BUSINESS: GRF Survey Following a discussion, the Committee approved the distribution of GRF Survey</p>	<p>Managing Editor, IT Supervisor</p>				

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<p>as revised and concurred to follow up on this topic at the next scheduled Committee meeting.</p>					
<p>9. GOVERNING DOCUMENTS: Adopt:</p> <ul style="list-style-type: none"> i. Policy 20-5595-2, Advertising Policy – Fees ii. Policy 20-5595-2A, Advertising Policy – Fees – Addendum iii. Policy 5595-3, Advertising Procedures <p>Amend:</p> <ul style="list-style-type: none"> i. Policy 20-2806-1, Community Publications ii. Policy 20-5585-1, Advertising <p>Rescind:</p> <ul style="list-style-type: none"> i. Policy 20-2806-2, Community Publications – Fees ii. Policy 20-2850-3, Advertising Commissions iii. Policy 20-2860-1, Establishing Advertising Rates iv. Policy 20-2861-1, Advertising for Estate and Patio Sales v. Policy 20-2866-1, Bilingual Advertising vi. Policy 20-5581-1, Communications Department Advertising vii. Policy 20-5583-3, Minibus Advertising <p>Following a discussion, the Committee concurred to hold a work study on policies above, and further address it at the next</p>	<p>Managing Editor, Recording Secretaries</p>				

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scheduled Committee meeting.					
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include:</p> <p>Unfinished Business:</p> <ul style="list-style-type: none">a. Tecnavia Updateb. Clubhouse Four Dais Updatec. GRF Survey Updated. SMS Text Alerts Updatee. <p>New Business:</p> <ul style="list-style-type: none">a. Security Report Updateb. 2022 LW calendar					Recording Secretary