WEBSITE REDESIGN AD HOC COMMITTEE MINUTES
MARCH 16, 2021

The Website Redesign Ad Hoc Committee meeting was held on Tuesday, March 16, 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. N. Massetti (Zoom)
	Ms. I. Heinrichs	Ms. L. Stone (Zoom)
	Mr. R. Collazo	Mr. W. Thompson
		Ms. S. Hopewell, Ex-Officio (Zoom)

Also Present:	Ms. C. Levine, GRF Board Member, Mutual Ten
	Ms. P. Snowden, GRF Board Member, Mutual Two
	Mr. D. Fabian, IT Supervisor
	Ms. K. Lukina, Recording Secretary

GRF Board members who are not committee members will be allowed to comment when recognized by the Vice 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 April 2021.

CHAIR'S ANNOUNCEMENTS

Chair Isom greeted and welcomed everyone to the Website Redesign Ad Hoc Committee meeting and introduced Foundation members and staff, including IT Supervisor Daniel Fabian, and News Editor, Copywriter, Page Designer Katya Lukina.

Rules of Order

Chair Isom asked everyone to be respectful and silence their cell phones.

Chair's Report

Chair Isom stated that she is looking forward to the IT Supervisor's report on lwsb website update.

SHAREHOLDER/MEMBER COMMENTS

There were no comments made by shareholders/members.

APPROVAL OF MINUTES

The minutes of February 16, 2021, Website Redesign Ad Hoc Committee meeting were approved as submitted.

CORRESPONDENCE (N/A)

STAFF REPORTS

IT Supervisor

The IT Supervisor stated that he will report on StormBrain updates and Wikipedia under Unfinished Business.

Executive Director

The Executive Director was absent.

SUB-COMMITTEE REPORTS (N/A)

PRESIDENT'S COMMENTS

President Hopewell commented on agenda items throughout the meeting.

UNFINISHED BUSINESS

Website Redesign Update

The Committee reviewed a screenshot of an updated lwsb website as presented. The IT Supervisor stated that in mid-April StormBrain will provide a complete lwsb website for the Committee's review.

Following a discussion, he added that the following feedback will be incorporated and tested before the website launch: make a livestream icon more visible, upload a few landing page photos for a slideshow, have a homepage serve as a launching site, have visible icons for amenities and the calendar close to the top of a homepage, have an icon for announcements, show the map of nearby sights and attractions and add a notable "contact us" icon or a Q&A icon with the answers to frequently asked questions.

The Committee also discussed developing a functional workflow between the Recreation and IT Departments on keeping LW calendars up to date.

Wikipedia Page Update

Chair Isom stated that she, Ms. P. Snowden and Mr. W. Thompson are in the process of updating the verbiage for lwsb Wikipedia page with historic facts and references. She

added that the final version of it will be presented for Committee's review at the next scheduled Committee meeting.

FUTURE AGENDA ITEMS

Unfinished Business:

a. Website Redesign Update
b. Wikipedia Page Update

ADJOURNMENT

Chair Isom adjourned the meeting at 2:03 p.m.

Janet Isom, Chair
Website Redesign Ad Hoc Committee

KL 03/16/21