



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT

April 8, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. STAFF REPORTS: IT Project Timeline The IT Supervisor updated the Committee on IT projects timeline and stated that the front gate (Maxxess Access Control) server connectivity is to be resolved within the next two weeks.</p>	IT Supervisor				
<p>2. STAFF REPORTS: Publications Schedule Update The Committee briefly discussed LWSB 60th anniversary booklet, Tecnavia training and tutorial for the residents, and a possibility of producing a condensed 2021 Spotlight magazine, depending on sponsorship opportunities.</p>	Managing Editor				
<p>3. UNFINISHED BUSINESS: Tecnavia Update The Managing Editor stated that Tecnavia will be ready to launch by April 29th, following the article in LW Weekly and instructional YouTube video. The Committee concurred on keeping LW Weekly in PDF format on LWSB website and uploading Tecnavia version (www.lweekly.com) simultaneously for a period of thirty days, following Tecnavia's official launch.</p>	IT Supervisor, Managing Editor				

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<p>4. UNFINISHED BUSINESS: Clubhouse Four Dais Update The Committee concurred to have the IT Supervisor provide Committee members with more information on presented proposals and schedule a demonstration of the services with Board members present, prior to making final decision on a vendor.</p>	IT Supervisor				
<p>5. UNFINISHED BUSINESS: LW Live Text Alerts Update The Committee concurred to have the IT Supervisor present a LW Live text alerts survey to the residents in a two-step process. First – if the residents are interested, second – if they'd like to opt-in.</p>	IT Supervisor				
<p>6. NEW BUSINESS: Security Report Update The Committee discussed an updated security report to be published in the LW Weekly by the Managing Editor.</p>	Managing Editor				
<p>7. NEW BUSINESS: 2022 LW Calendar The Committee discussed tying 2022 calendar featuring vintage historical photos of Leisure World to the announcement of LWSB 60th anniversary and ask for community feedback about the idea in general.</p>	Managing Editor				
<p>8. GOVERNING DOCUMENTS: Adopt: i. Policy 20-5585-2, Advertising Policy – Fees</p>	Managing Editor				

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<p>The Committee moved to adopt Policy 20-5585-2, Advertising Policy – Fees, as revised. The motion passed unanimously.</p> <p>ii. Policy 5585-3, Advertising Procedures</p> <p>The Committee moved to adopt Policy 20-5585-3, Advertising Procedures, as revised. The motion passed unanimously.</p> <p>Amend:</p> <p>i. Policy 20-2806-1, Community Publications</p> <p>The Committee moved to amend Policy 20-2806-1, Community Publications, as revised. The motion passed unanimously.</p> <p>ii. Policy 20-5585-1, Advertising</p> <p>The Committee moved to adopt Policy 20-5585-1, Advertising, as revised, and further review it at the next scheduled Committee meeting. The motion passed unanimously.</p> <p>Rescind:</p> <p>i. Policy 20-2806-2, Community Publications – Fees</p> <p>ii. Policy 20-2850-3, Advertising Commissions</p> <p>iii. Policy 20-2860-1, Establishing Advertising Rates</p> <p>iv. Policy 20-2861-1, Advertising for Estate and Patio Sales</p>					
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<p>v. Policy 20-2866-1, Bilingual Advertising</p> <p>vi. Policy 20-5581-1, Communications Department Advertising</p> <p>vii. Policy 20-5583-3, Minibus Advertising</p> <p>The Committee concurred to rescind the above policies with no objections.</p>					
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include: <u>Unfinished Business:</u></p> <ul style="list-style-type: none"> a. GRF Survey b. Tecnavia c. Clubhouse Four Dais Update d. 2022 Calendar e. Review: Policy 20-5585-1, Advertising. 					<p>Recording Secretary</p>