



COMMUNICATIONS/IT COMMITTEE MINUTES May 13, 2021

The COMM/IT Committee meeting was held on Thursday, May 13, 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
Ms. M. Gerber
Ms. S. Hopewell, Ex-Officio
Ms. C. Levine (Zoom, arrived at CH 4 during the break)
Mr. L. Slutsky
Ms. L. Stone (Zoom)
Mr. W. Thompson

Absent: Mr. R. Collazo

Also Present: Mr. N. Massetti, GRF Board member, Mutual Seventeen (Zoom)
Ms. P. Snowden, GRF Board member, Mutual Two
Ms. C. Miller, Director of Finance (Zoom)
Mr. T. Fileto, Recreation Manager
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 July 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 Director of Finance, who joined the meeting via Zoom following the break, Carolyn Miller, Recreation Manager Tommy Fileto, IT Supervisor Daniel Fabian, Managing Editor Ruth Osborn and Recording Secretary Katya Lukina.

Rules of Order

Chair Isom asked everyone to be polite, turn off or silent cell phones and direct any comments to the Committee to be addressed.

Chair's Report

Chair Isom stated that she is looking to make progress on today's COMM/IT agenda items, as this is the last Committee meeting of 2020-2021 term.

SHAREHOLDER/MEMBER COMMENTS

The Board member commented on agenda items, pertaining to the Committee's area of purview.

APPROVAL OF MINUTES

The minutes of April 8, 2021, Communications/IT Committee meeting were approved as submitted.

CORRESPONDENCE

Letter to the Editor, D. Hodel, Mutual 6 & Letter to the Editor from LW Resident

Two pieces of correspondence were received and reviewed.

STAFF REPORTS

IT Supervisor

Budget Variance Report

The IT Supervisor spoke of a budget variance report for CC 934 as presented, explaining the variances.

IT Project Timeline

The IT Supervisor updated the Committee on IT projects timeline and stated that technical issues with the residents' data transfer to Maxxess Access are being resolved, and Wi-Fi Internet connection has been restored.

Website Statistics

The IT supervisor spoke of website statistics report as presented and explained the variances. The Committee also briefly discussed the advantages of using LW Live and data collection by Google Analytics.

Managing EditorBudget Variance ReportBudget Comparison Report

The Managing Editor spoke of budget variance report for CC 236, as presented, and explained variances.

Publications Schedule Update

The Managing Editor updated the Committee on completed and ongoing Communications Department projects as presented. She also spoke of possible short season of live entertainment this summer, with staff following up on sponsorship opportunities.

Executive Director

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

SUB-COMMITTEE REPORTS (N/A)**UNFINISHED BUSINESS**Tecnavia Update

The Committee reviewed a LW Weekly page draft on Tecnavia tutorial for LW residents, as presented. Following a discussion, the Committee concurred to publish Tecnavia tutorial in LW Weekly, as revised, and follow up with a survey to gather residents' feedback four weeks after the publication.

Clubhouse Four Dais Action Request & Update

Following a discussion, the Committee concurred to review and compare the proposals on Clubhouse Four Dais upgrade from four different vendors, including price and equipment, at the next scheduled Committee meeting.

GRF LW Live Text Alerts Survey

The IT Supervisor stated that based on GRF LW Live text alerts survey results, 95% of the residents (out of 1,500 participants) were in favor of having a LW Live text alert system.

GRF Communications Survey

Following a discussion, the Committee concurred to approve the GRF Communications survey, as presented by the Managing Editor, and publish it in LW Weekly as corrected.

Chair Isom called for a break at 2:33 p.m. The meeting resumed at 2:52 p.m.

NEW BUSINESS

Prepaid Dynamic Support Hours

The Director of Finance spoke of the summary of prepaid support hours on Dynamic as presented.

Amenities Check-in Software

Following a discussion, the Committee concurred to review more proposals on amenities check-in software that would allow community facilities to operate without member limitations at the next scheduled Committee meeting.

GOVERNING DOCUMENTS

Review:

i. Policy 20-5585-1, Advertising

Following a brief discussion, Ms. M. Gerber MOTIONED, seconded by Ms. C. Levine –

TO amend Policy 20-5585-1, Advertising, as discussed, and send it to the Board for final approval.

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

ii. Policy 20-2806-1, Community Publications

No changes were made to Policy 20-2806-1, Community Publications, at the time of the meeting.

iii. Policy 20-5125-3, Communications/ITS Committee Charter

Following a brief discussion, Ms. C. Levine MOTIONED, seconded by Ms. M. Gerber –

TO amend Policy 20-5125-3, Communication/ITS Committee Charter, as discussed, and send it to the Board for final approval.

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

PRESIDENT'S COMMENTS

President Hopewell commented on agenda items throughout the meeting and advised the Communications Department on creating LW Live SMS Text Alerts policy and for Committee review it under "New Business" items during the next scheduled Committee meeting.

FUTURE AGENDA ITEMS

Unfinished Business:

- a. Tecnavia Update (Including Survey Results)
- b. Clubhouse Four Dais Update
- c. GRF LW Live Text Alert System Update
- d. GRF Communications Survey Update
- e. Amenities Check-in Software

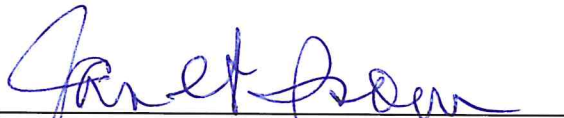
New Business:

- a. LW Live SMS Text Alerts Policy

NEXT MEETING

ADJOURNMENT

Chair Isom adjourned the meeting at 3:38 p.m.



Janet Isom, Chair
COMMUNICATIONS/IT COMMITTEE

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