



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT

May 13, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. CORRESPONDENCE: Letter to the Editor, D. Hodel, Mutual 6 & Letter to the Editor from LW Resident Two pieces of correspondence were received and reviewed.</p>	Managing Editor				
<p>2. STAFF REPORTS: 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.</p>	IT Supervisor				
<p>3. STAFF REPORTS: Publications Schedule Update The Managing Editor updated the Committee on completed and ongoing Communications Department projects as presented.</p>	Managing Editor				
<p>4. UNFINISHED BUSINESS: Tecnavia Update Following a discussion, the Committee concurred to publish the Tecnavia tutorial in LW Weekly, as revised, and follow up with a survey four weeks after the publication.</p>	IT Supervisor, Managing Editor				

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<p>5. UNFINISHED BUSINESS: 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.</p>	IT Supervisor				
<p>6. UNFINISHED BUSINESS: 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.</p>	IT Supervisor				
<p>7. UNFINISHED BUSINESS: 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.</p>	Managing Editor				
<p>8. NEW BUSINESS: Prepaid Dynamic Support Hours The Director of Finance spoke of the summary of prepaid support hours on Dynamic as presented.</p>	Director of Finance				
<p>9. NEW BUSINESS: 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</p>	IT Supervisor, Recreation Manager				

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next scheduled Committee meeting.						
<p>10. GOVERNING DOCUMENTS: Review:</p> <p>i. Policy 20-5585-1, Advertising The Committee moved to amend Policy 20-5585-1, Advertising, as discussed, and forward it to the Board for final approval.</p> <p>ii. Policy 20-2806-1, Community Publications No changes were made to Policy 20-2806-1, Community Publications, at the time of the meeting.</p> <p>iii. Policy 20-5125-3, Communication/ITS Committee Charter The Committee moved to amend Policy 20-5125-3, Communication/ITS Committee Charter, as discussed, and forward it to the Board for final approval.</p>	Recording Secretary, Managing Editor			X		
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include:</p> <p><u>Unfinished Business:</u></p> <p>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</p> <p><u>New Business:</u></p> <p>a. LW Live SMS Text Alerts Policy</p>					X	Recording Secretary