



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT
Thursday, November 12, 2020
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: LW Map. Update The Committee concurred to approve the LW map with corrections, as discussed.	Managing Editor, Recording Secretary				
2. UNFINISHED BUSINESS: Maxxess Gate Access. Update The IT Supervisor provided the Committee with an update on Maxxess Gate Access with the software implementation date yet to be determined.	IT Supervisor				
3. UNFINISHED BUSINESS: CH 3 Multipurpose Kitchen. Update The IT Supervisor updated the Committee on the status of multipurpose kitchen in Clubhouse Three, with the demo scheduled the week of November 15 th .	IT Supervisor				
4. UNFINISHED BUSINESS: CH 6 Fitness Center. Update The IT Supervisor provided the Committee with an update on LW Fitness Center, stating that the check-in software has been tested and pre-registrations to use it are now accepted at the Recreation Department and online.	IT Supervisor				

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<p>5. UNFINISHED BUSINESS: LW Social Media. Update Following a discussion, the Committee concurred to launch the community's social media accounts alongside updated lwsb website.</p>	Executive Director				
<p>6. UNFINISHED BUSINESS: Surveillance Camera Audit The IT Supervisor stated that current surveillance cameras are in the process of being audited, and the action request for replacement will be presented to the Committee in the beginning of 2021.</p>	IT Supervisor				
<p>7. UNFINISHED BUSINESS: Tecnavia Update Following a discussion, the Committee advised IT Supervisor to reach out to Tecnavia team regarding the e-edition setup to fully benefit the community.</p>	IT Supervisor, Executive Director				
<p>8. NEW BUSINESS: Ch 4 Dais Discussion The Committee discussed Clubhouse Four Dais upgrade as presented by the IT Supervisor and concurred to gather the Board and Committee's feedback on this matter prior to moving forward.</p>	Managing Editor, Recording Secretary				
<p>9. GOVERNING DOCUMENTS Review: i. Policy 20-5585-1, Advertising Amend: i. Policy 20-2806-2, Community Publications</p>	Recording Secretary				

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<ul style="list-style-type: none"> ii. Policy 20-5046-3, Records Management Procedures iii. Policy 20-2860-1, Establishing Advertising Rates iv. Policy 20-5585-1, Advertising <p>Rescind:</p> <ul style="list-style-type: none"> i. Policy 20-2850-3, Advertising Commissions ii. Policy 20-2861-1, Advertising for Estate and Patio Sales iii. Policy 20-2866-1, Bilingual Advertising iv. Policy 20-5581-1, Communications Department Advertising v. Policy 20-5583-3, Minibus Advertising <p>Following a discussion, the Committee concurred to schedule a work study, prior to its December meeting, to review the above policies.</p>					
<p>FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include:</p> <ul style="list-style-type: none"> a. Surveillance Cameras Audit b. Tecnavia c. Clubhouse 4 Dais Discussion 					<p>Recording Secretary</p>