



COMMUNICATIONS/IT COMMITTEE MINUTES July 8, 2021

The COMM/IT Committee meeting was held on Thursday, July 8, 2021, and was called to order at 1:00 p.m. by Chair Snowden in Administration Conference Room and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. P. Snowden, Chair	Ms. S. Hopewell, Ex-Officio
	Ms. L. Ableser	Ms. J. Isom
	Ms. D. Gambol	Mr. L. Slutsky
	Mr. S. Geffner	Mr. W. Thompson

Also	Ms. C. Levine (Zoom)
Present:	Ms. M. Gerber (Zoom)
	Mr. D. Fabian, IT Manager
	Ms. R. Osborn, Managing Editor
	Ms. K. Lukina, Recording Secretary
	One Shareholder/Member

Chair Snowden greeted and welcomed everyone to the Communications/IT Committee meeting and introduced Foundation members, guests, and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with Civil Code 4090, please be advised that a quorum of the board is present in person, via telephone or virtually at a posted meeting and the business of the committee conducted in accordance with an agenda. As such, a meeting of the Security Bus and Traffic Committee is called to order and a meeting of the Board of the Golden Rain Foundation (GRF) is called to order. Any agenda actions of the committee will be limited only to the members of committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board at a regularly scheduled meeting of the Board normally held on the 4th Tuesday of the month.

GRF Board members who are not committee members will be allowed to comment only:

- a. During proscribed comment period for a period not to exceed 3 minutes.
- b. If recognized by the Chair of the Committee.

The minutes of today's Committee Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in August 2021.

CHAIR'S ANNOUNCEMENTS

Rules of Order

Chair's Report

Chair Snowden had no report to present at the time of the meeting.

SHAREHOLDER/MEMBER COMMENTS

Three Committee members commented on agenda items, pertaining to the Committee's area of purview.

APPROVAL OF MINUTES

The minutes of May 13, 2021, Communications/IT Committee meeting were accepted as submitted.

CORRESPONDENCE (N/A)

STAFF REPORTS

IT Supervisor

Budget Variance Report

The IT Supervisor spoke of a budget variance report for CC 934 as presented, explaining the negative variance mainly due to Dynamics 2020 year-end update and software support from Boyer.

IT Project Timeline

The IT Supervisor updated the Committee on IT projects timeline as presented.

Website Statistics

The IT supervisor spoke of website statistics report as presented and explained the process of data collection by Google analytics.

Managing Editor

Budget Variance Report

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

Publications Schedule Update

The Managing Editor updated the Committee on completed and ongoing Communications Department projects and stated that LW Community Guide is expected to be delivered by end of August 2021 and will include GRF club listings and SB transportation shuttle information.

Executive Director

The Executive Director spoke of Maxxess Access control system and its functionality.

SUB-COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Tecnavia Update

The IT Supervisor stated that based on Tecnavia survey results (total 221 responses), 65% of the residents prefer the new e-edition and 35% PDF edition of LW Weekly. He also stated that based on observations, the lwweekly.com traffic is very low and could be better directed through website advertising and LW Weekly follow-up publication on user manual, listing the advantages of e-edition.

Clubhouse Four Dais Update

The Executive Director stated that prior to moving forward, the Committee needs to evaluate the end goals of Clubhouse Four dais update.

Following a discussion, it was a consensus of the Committee to hold a work study on Clubhouse Four dais within the next two weeks and provide Committee with an update at the next scheduled meeting.

Chair Snowden also asked Committee members to make notes on what should be included and have the Executive Director collect the response from technical staff and Recording Secretaries on what is needed in a new dais system.

GRF Communications Survey Report

The Managing Editor stated that based on survey results most residents are satisfied with LW Weekly paper.

The Committee discussed the need in publication of GRF policies with significant changes in the form of an article, sending LW Lives on future agenda items and reminding the residents of traffic regulations withing the community.

The Committee also concurred to have the Managing Editor present a brief overview of LW Weekly production process at the next scheduled Committee meeting and include the above discussed topics in future publications to increase the transparency and safety in the community.

Chair Snowden called for a break at 2:30 p.m. The meeting resumed at 2:45 p.m.

LW Live SMS Text Alerts Update

The IT Supervisor stated that based on SMS Text Alerts survey results, 95% of participants (1,500 submissions) were in favor of receiving text alerts in case of emergency or major accidents.

Following a discussion, the Committee concurred to hold a work study on SMS text alerts policy, once approved, including Chair Snowden, C. Levine and L. Slutsky, within the next two weeks, and further discuss it at the next scheduled Committee meeting.

Amenities Check-in Software

Following a discussion, the Committee concurred to postpone this item until January 2022. The Executive Director stated that the goals, benefits and costs need to be taken into consideration while searching for a new software.

NEW BUSINESS

Appointment of GRF Committee Vice Chair

Following a brief discussion, it was a consensus of the Committee to appoint Ms. Janet Isom as Vice Chair of COMM/IT Committee.

Amazon AWS Cloud Backups

The IT Supervisor stated that it is important to back up all company data and proposed Amazon AWS S3 Cloud Backups, as presented.

Following a brief discussion, Ms. C. Levine MOVED, seconded by Ms. D. Gambol –

TO accept the implementation of AWS S3 Glacier backups for \$80/month to be charged to 6481000-934 (Computer Maintenance & Software) and forward it to the Board for final approval.

The motion was carried unanimously by Committee members present.

Publication Master Project List for 2021-2022

The Committee reviewed publication master project list for 2021-2022 as presented by

the Managing Editor and discussed the value of printed publications to advertisers and the residents.

The Managing Editor also stated that 2022 LW Calendar will be aligned with the community's 60th anniversary.

IT Master Project List for 2021-2022

The Committee reviewed IT master project list for 2021-2022 as presented by the IT Supervisor and discussed updating the website with maps of the Clubhouses, recreational facilities, and downloadable forms to better assist the residents.

Following a discussion on the IT management, the Committee concurred to discuss the Management Service Provider agreement at the Executive meeting of the full Board.

Initial Draft Budget for CC 934

The Committee concurred to discuss this item at the next scheduled Committee meeting under Old Business.

Initial Draft Budget for CC 236

The Committee concurred to discuss this item at the next scheduled Committee meeting under Old Business.

Updated Copy/Descriptions for Our Amenities

The Committee concurred to forward this item to Website Redesign Ad Hoc Committee.

Security – Windows 11

Following a discussion, the IT Supervisor stated that due to the age of staff computers, the operating system will need to be upgraded to Windows 11 by 2025 through the purchase of new computers, where eligible.

GOVERNING DOCUMENTS

Review:

i. Policy 20-5125-3, Communications/IT Committee Charter

The Committee reviewed Policy 20-5125-3, Communications/IT Committee Charter, as presented.

ii. LW Live SMS Text Alerts Policy (draft)

Once approved, the Committee concurred to discuss this item at the work study within the next two weeks and have the full Committee review it at the next scheduled meeting.

Amend:

i. Policy 20-5585-3, Advertising Procedures

Following a brief discussion, Ms. J. Isom MOTIONED, seconded by Ms. C. Levine–

TO amend Policy 20-5585-3, Advertising Procedures, as discussed, and send it to the Board for final approval.

The motion was carried unanimously by Committee members present.

PRESIDENT'S COMMENTS

President Hopewell commented on agenda items throughout the meeting.

FUTURE AGENDA ITEMS**Unfinished Business:**

- a. Initial Draft Budget for CC 934
- b. Initial Draft Budget for CC 236
- c. Security – Windows 11. Update

New Business:

- a. Communication with SBPD. Update

Governing Documents:

- a. LW Live SMS Text Alerts Policy

NEXT MEETING

Thursday, August 12, 2021

ADJOURNMENT

Chair Isom adjourned the meeting at 4:08 p.m.



Paula Snowden, Chair
COMMUNICATIONS/IT COMMITTEE

KL 07-08-21