



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT

July 8, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. STAFF REPORTS: IT Project Timeline The IT Supervisor updated the Committee on IT projects timeline as presented.	IT Supervisor				
2. STAFF REPORTS: 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.	Managing Editor				
3. UNFINISHED BUSINESS: Tecnavia Update Following a discussion on Tecnavia survey results, presented by IT Supervisor, the Committee concurred to direct more traffic to e-edition through the website and LW Weekly publication on user manual.	IT Supervisor, Managing Editor				
4. UNFINISHED BUSINESS: Clubhouse Four Dais Update Following a discussion, the Committee concurred 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.	IT Supervisor				

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<p>5. UNFINISHED BUSINESS: 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 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.</p>	<p>IT Supervisor, Managing Editor</p>				
<p>6. UNFINISHED BUSINESS: LW Live SMS Text Alerts Update Following a discussion, the Committee concurred to hold a work study on SMS text alerts policy, including Chair Snowden, C. Levine and L. Slutsky, within the next two weeks, and further discuss it at the next scheduled Committee meeting.</p>	<p>IT Supervisor, Recording Secretary</p>				
<p>7. UNFINISHED BUSINESS: Amenities Check-in Software Following a discussion, the Committee concurred to postpone this item until January 2022.</p>	<p>IT Supervisor</p>				
<p>8. NEW BUSINESS: Appointment of GRF Committee Vice Chair The Committee concurred to appoint Ms. Janet Isom as Vice Chair of COMM/IT Committee.</p>	<p>Committee Chair</p>				

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<p>9. NEW BUSINESS: Amazon AWS Cloud Backups Following a brief discussion, the Committee motioned 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.</p>	<p>IT Supervisor</p>				
<p>10. NEW BUSINESS: 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.</p>	<p>Managing Editor</p>				
<p>11. NEW BUSINESS: 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 and 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.</p>	<p>Executive Director, IT Supervisor</p>				
<p>12. NEW BUSINESS: Initial Draft Budget for CC 934 The Committee concurred to discuss this item at the next scheduled Committee meeting under Old Business.</p>	<p>IT Supervisor</p>				

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<p>13. NEW BUSINESS: Initial Draft Budget for CC 236 The Committee concurred to discuss this item at the next scheduled Committee meeting under Old Business.</p>	<p>Managing Editor</p>				
<p>14. NEW BUSINESS: Updated Copy/Descriptions for Our Amenities The Committee concurred to forward this item to Website Redesign Ad Hoc Committee.</p>	<p>Committee Chair, Managing Editor</p>				
<p>15. NEW BUSINESS: 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.</p>	<p>IT Supervisor</p>				
<p>16. GOVERNING DOCUMENTS: Review:</p> <p style="padding-left: 20px;">i. Policy 20-5125-3, Communications/IT Committee Charter The Committee reviewed Policy 20-5125-3, Communications/IT Committee Charter as presented.</p> <p style="padding-left: 20px;">ii. LW Live SMS Text Alerts Policy (draft) 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, once approved.</p> <p>Amend:</p> <p style="padding-left: 20px;">i. Policy 20-5585-3, Advertising Procedures Following a discussion, the Committee moved to amend Policy 20-5585-3, Advertising</p>	<p>Recording Secretary, Managing Editor</p>			<p>X</p>	

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<p>Procedures, as discussed, and send it to the Board for approval.</p>					
<p>FUTURE AGENDA ITEMS:</p> <p>The Committee moved/concurred to include:</p> <p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> a. Initial Draft Budget for CC 934 b. Initial Draft Budget for CC 236 c. Security – Windows 11 <p><u>New Business:</u></p> <ul style="list-style-type: none"> a. Communication with SB PD Update <p><u>Governing Documents:</u></p> <ul style="list-style-type: none"> a. LW Live SMS Text Alerts Policy 	<p>Recording Secretary</p>				