



## COMMUNICATIONS/IT COMMITTEE

### SUMMARY REPORT

August 12, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p><b>1. STAFF REPORTS: IT Project Timeline</b> The IT Manager updated the Committee on IT projects timeline as presented. The Committee also briefly discussed the guest pass policy, to be updated by the SB&amp;T Committee.</p> <p><b>Website Statistics</b> The IT Manager stated that website statistics have been consistent and noted that more residents are watching the meetings via livestream. The Executive Director also provided the Committee with an update on MSP provider.</p>	IT Manager, Executive Director				
<p><b>2. STAFF REPORTS: Publications Schedule Update</b> The Managing Editor provided the Committee with the publications schedule updates as presented. She stated that the Spotlight Magazine for 2022 and LWSB 60<sup>th</sup> anniversary book has been cancelled and the celebration of opening the time capsule located in the LW Library is still planned for 2025.</p>	Managing Editor				
<p><b>3. UNFINISHED BUSINESS: Windows 11</b> Following a brief discussion on Windows OS update, the Committee moved to</p>	IT Manager, Executive Director		X		

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<p>recommend to the Finance Committee the inclusion and/or amendment to the Reserve Study for the replacement of Trust property assets identified as Computers, for compliance to systems needs to support Windows 11:                  2022 Replacement of computers \$42,500;                  2023 Replacement of computers \$42,500;                  2024 Replacement of computers \$34,000.                  The motion passed.</p>					
<p><b>4. UNFINISHED BUSINESS: Initial Draft Budget for CC 934</b>                  Following a review of the initial draft budget for CC 934, the Committee concurred to further review an updated draft at the next scheduled Committee meeting, with the addition of a purchase request for computer supplies (capital budget), storage and shelving for IT Department.</p>	<p>IT Manager,                  Executive Director,                  Director of Finance</p>				
<p><b>5. UNFINISHED BUSINESS: Initial Draft Budget for CC 236</b>                  Following a review of the initial draft budget for CC 236, the Committee concurred to further review an updated draft at the next scheduled Committee meeting, including the variance in LW Weekly footer ads.</p>	<p>Managing Editor</p>				
<p><b>6. UNFINISHED BUSINESS: SMS Policy Work Study Discussion</b>                  Following a brief discussion and review of examples of what to include in emergency SMS messages, as provided by Mr. Thompson, the</p>	<p>IT Manager</p>				

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<p>Committee concurred to further discuss this topic at the next scheduled Committee meeting.</p>					
<p><b>7. NEW BUSINESS: Communication with SBPD Update</b>          Following a brief discussion, the Committee concurred to further discuss this topic at the next scheduled Committee meeting. The Managing Editor stated that SBPD PIO (Press Information Officer) advised to continue updating the residents on traffic safety through LW Weekly publications.</p>	<p>Managing Editor, Executive Director</p>				
<p><b>8. NEW BUSINESS: Monthly Q&amp;A Podcast with LW Weekly Staff Person</b>          No discussion took place on this topic at the time of the meeting.</p>	<p>Managing Editor</p>				
<p><b>FUTURE AGENDA ITEMS:</b>          The Committee moved/concurred to include:</p> <p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> <li>a. Initial Draft Budget for CC934 Update</li> <li>b. Initial Draft Budget for CC 236 Update</li> <li>c. SMS Policy Update</li> <li>d. Communication with SBPD Update</li> <li>e. Clubhouse Four Dais Parameters</li> </ul> <p><u>New Business:</u></p> <ul style="list-style-type: none"> <li>a. Request for Computer Supplies, Storage and Shelving for IT Department</li> <li>b. Dynamics Update</li> <li>c. Goals for the COMM/IT Committee</li> </ul>	<p>Recording Secretary</p>				

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