



## **WEBSITE REDESIGN AD HOC COMMITTEE MINUTES AUGUST 17, 2021**

The Website Redesign Ad Hoc Committee meeting was held on Tuesday, August 17, 2021, and was called to order at 1:02 p.m. by Chair Isom, in Administration Conference Room and via Zoom, followed by the Pledge of Allegiance.

### **ROLL CALL**

Present: Ms. J. Isom, Chair  
Mr. N. Massetti  
Mr. W. Thompson  
Ms. S. Hopewell, Ex-Officio

Also Present: Mr. D. Fabian, IT Manager  
Mrs. D. Bennett, Recording Secretary  
Ms. D. Gambol, GRF Representative, Mutual One  
Ms. P. Snowden, GRF Representative, Mutual Two  
No Shareholder/Members

GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's committee meeting will be presented to the Board for approval following the approval of the committee meeting minutes in September 2021.

### **CHAIR'S ANNOUNCEMENTS**

Chair Isom greeted and welcomed everyone to the Website Redesign Ad Hoc Committee meeting and introduced Foundation members and staff, including IT Manager Daniel Fabian and Recording Secretary Deanna Bennett.

#### Rules of Order

Chair Isom asked everyone to be respectful, kind and to turn off or silence their cell phones.

#### Chair's Report

The Chair announced that the redesigned LWSB website is nearing completion.

### **SHAREHOLDER/MEMBER COMMENTS**

No members commented on agenda items pertaining to the Committee's area of purview.

## **APPROVAL OF MINUTES**

The minutes of July 20, 2021, Website Redesign Ad Hoc Committee meeting were approved, as presented.

## **CORRESPONDENCE (N/A)**

## **STAFF REPORTS**

### IT Manager

The IT Manager provided the Committee with the updates on agenda items throughout the meeting.

### Executive Director

The Executive Director was unable to attend the meeting.

## **SUB-COMMITTEE REPORTS (N/A)**

## **PRESIDENT'S COMMENTS**

President Hopewell commented on agenda items throughout the meeting.

## **UNFINISHED BUSINESS**

### Website Redesign Update

The IT Manager advised that the additions requested by the Committee at the last meeting have been made (immediate pop up to sign up for LW Live, two new FAQ pages – one for new buyers and one general, additional photos showcasing community diversity on the Home page, and the addition of an Integrated Calendar of the Events on the Home Page).

The Chair called for a fifteen-minute break at 2:30 p.m.

### Wikipedia Page Update

Following a discussion, Mr. Massetti MOTIONED, seconded by Ms. Isom –

**TO** recommend the GRF Board of Directors approve, at the September Board meeting, the draft Wikipedia page, to be uploaded to the Wikipedia site.

The motion was carried with one recusal (Thompson).

### Website Amenity Updates

The topic will be discussed at the next Committee meeting.

## **NEW BUSINESS**

### Discussion – Go Live Plan and Next Steps

The Committee concurred to request the IT Manager to distribute, for review, the link to the redesigned website, incorporating changes requested by the Committee, to the GRF Board of Directors during the first week of September.

The Committee concurred to recommend the GRF Board of Directors approve, at the September Board meeting, to connect the redesigned LWSB website to the domain name and make it visible to the public.

## **FUTURE AGENDA ITEMS**

### Unfinished Business:

- a. Website Redesign, Update
- b. Website Amenities - Updated Copy/Descriptions for our amenities

## **ADJOURNMENT**

Chair Isom adjourned the meeting at 3:05 p.m.



Janet Isom, Chair  
Website Redesign Ad Hoc Committee

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