



COMMUNICATIONS/IT COMMITTEE MINUTES August 12, 2021

The COMM/IT Committee meeting was held on Thursday, August 12, 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. J. Isom (Zoom)
Ms. D. Gambol Ms. C. Levine
Mr. S. Geffner Mr. L. Slutsky
Ms. S. Hopewell, Ex-Officio Mr. W. Thompson (Zoom)

Absent: Ms. L. Ableser

Also Present: Mr. N. Massetti, GRF Board Member, Mutual Seventeen
Ms. C. Miller, Director of Finance (Zoom, 1:38-2:04 p.m.)
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 Communications/IT 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 September 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

There were no comments made by shareholders/members at the time of the meeting.

APPROVAL OF MINUTES

The minutes of July 8, 2021, Communications/IT Committee meeting were approved as corrected.

CORRESPONDENCE (N/A)

STAFF REPORTS

IT Supervisor

Budget Variance Report

The IT Manager spoke of a budget variance report for CC 934 as presented and explained negative variances due to unplanned Dynamics support and additional staff certifications.

IT Project Timeline

The IT Manager updated the Committee on IT projects timeline as presented. The Committee also briefly discussed the guest pass policy, to be further reviewed by the SB&T Committee.

Website Statistics

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.

Following a further discussion, the Committee asked the IT Manager to obtain the data, if possible, on each Committee's virtual attendance.

Managing Editor

Budget Variance Report

Budget Comparison Report

The Managing Editor provided the Committee with the publications schedule updates as presented. She stated that the Spotlight Magazine for 2022 and LWSB 60th anniversary book has been cancelled and the celebration of opening the time capsule located in the LW Library is still planned for 2025.

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

Publications Schedule Update

She also added that 2021 Community Guide is in its final stage of completion and will be sent to print by the end of August.

Executive Director

The Executive Director commented on agenda items throughout the meeting, noting that LW Weekly has been very accommodating on keeping the community informed.

SUB-COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Windows 11

The IT Manager stated that with changes in Microsoft OS, GRF staff computers will need to be replaced and updated with Windows 11 OS by 2025. He stated that the difference between Windows 10 and Windows 11 is not significant, and the training will be provided.

Following a further discussion on Windows 11 OS, Ms. C. Levine MOTIONED, seconded by Mr. S. Geffner –

TO 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 was carried unanimously by Committee members present.

Initial Draft Budget for CC 934

Following a review of the initial draft budget for CC 934, it was the consensus of the Committee 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, and other corrections as noted.

Initial Draft Budget for CC 236

The Managing Editor stated that despite the rising prices on a newsprint paper, she was able to negotiate a discounted printing rate and reduce the distribution outside of LW.

Following a review of the initial draft budget for CC 236, as presented, the Committee concurred to further review an updated draft at the next scheduled Committee meeting, including the variance in LW Weekly footer ads and other corrections as discussed.

SMS Policy Work Study Discussion

The Committee reviewed the examples of what to include in emergency SMS messages as presented by Mr. Thompson.

Following a brief discussion, it was the consensus of the Committee to further discuss this topic at the next scheduled Committee meeting.

NEW BUSINESSCommunication with SBPD Update

The Managing Editor stated that SBPD PIO (Press Information Officer) advised to continue updating the residents on traffic safety through LW Weekly publications, to reduce the number of traffic violations within community.

Following a brief discussion, it was the consensus of the Committee to further discuss this topic at the next scheduled Committee meeting.

Monthly Q&A Podcast with LW Weekly Staff Person

No discussion took place on this topic at the time of the meeting.

The Committee members briefly reviewed the handout provided by Chair Snowden on Clubhouse Four Dais upgrade, as a summary of the work study that took place in July and were asked by the Chair to add anything that may have been overlooked.

It was the consensus of the Committee to further discuss Clubhouse Four Dais upgrade at the next scheduled Committee meeting.

GOVERNING DOCUMENTS (N/A)

PRESIDENT'S COMMENTS

President Hopewell commented on agenda items throughout the meeting.

FUTURE AGENDA ITEMS

Unfinished Business:

- a. Initial Draft Budget for CC 934 Update
- b. Initial Draft Budget for CC 236 Update
- c. SMS Policy Update
- d. Communication with SPBD Update
- e. Clubhouse Four Dais Parameters

New Business:

- a. Request for Computer Supplies, Storage and Shelving for IT Department.
- b. Dynamics Update
- c. Goals for the COMM/IT Committee

NEXT MEETING

Thursday, September 9, 2021

ADJOURNMENT

Chair Snowden adjourned the meeting at 2:46 p.m.



Paula Snowden, Chair
COMMUNICATIONS/IT COMMITTEE

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