



COMMUNICATIONS/IT COMMITTEE MINUTES September 9, 2021

The COMM/IT Committee meeting was held on Thursday, September 9, 2021, and was called to order at 1:00 p.m. by Chair Snowden in Clubhouse Four and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. P. Snowden, Chair
Ms. D. Gambol (Zoom)
Mr. S. Geffner (1:02 p.m.)
Ms. S. Hopewell, Ex-Officio

Ms. J. Isom (Zoom)
Ms. C. Levine
Mr. L. Slutsky

Absent: Ms. L. Ableser
Mr. W. Thompson

Also Present: Mr. N. Massetti, GRF Board Member, Mutual Seventeen (Zoom)
Ms. C. Miller, Director of Finance (Zoom)
Mr. D. Fabian, IT Manager
Ms. R. Osborn, Managing Editor
Ms. K. Lukina, Recording Secretary

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 October 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 August 12, 2021, Communications/IT Committee meeting were approved as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS

IT Manager

Budget Variance Report

The IT Manager spoke of a budget variance report for CC 934 as presented and explained unfavorable variances.

IT Project Timeline

The IT Manager updated the Committee on IT projects timeline as presented. The Committee briefly discussed possible completion of Maxxess gate access in December 2021 and obtaining more information on its customization and marking Technavia project as completed.

The IT Manager also stated that the new website is approaching its completion stage (slideshow photos) and the link to a new website will be sent to the Board for review next week.

Website Statistics

The IT Manager stated that website statistics have been consistent and provided the Committee with the livestream logins data from the meetings and website visitors by country and city, age and gender.

Following a discussion, it was a consensus of the Committee to have the IT Manager mark the livestream graph spikes to note which meetings are getting the most logins, and not to report the age and gender statistics any further.

Managing Editor

Budget Variance Report

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

Budget Comparison Report

The Committee reviewed budget comparison report for CC 236 as presented by the Managing Editor.

Publications Schedule Update

The Managing Editor provided the Committee with the publications schedule updates as presented. She stated that the Community Guide will be printed and distributed by mid-September and 2022 GRF wall calendar will be in larger and cleaner format, featuring the photos submitted by the residents.

Executive Director

The Executive Director commented on agenda items throughout the meeting.

SUB-COMMITTEE REPORTS (N/A)

UNFINISHED BUSINESS

Initial Draft Budget for CC 934 Update

The IT Manager explained the changes in updated 2022 budget for CC 934 due to reduction in office supplies, addition of a part time employee, increase in Management Services Provider (MSP) and the Dynamics annual maintenance fees.

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

TO recommend to the Finance Committee the acceptance of the budget for CC 934, as amended.

The motion was carried unanimously by Committee members present.

Initial Draft Budget for CC 236 Update

The Managing Editor explained the changes in updated 2022 budget for CC 236 due to changes in editorial staffing, newspaper distribution and decrease in sponsorships.

Following a discussion, Mr. S. Geffner MOTIONED, seconded by Ms. D. Gambol –

TO recommend to the Finance Committee the acceptance of the budget for CC 236, as amended.

The motion was carried unanimously by Committee members present.

SMS Policy Update

Chair Snowden stated that the handouts on GRF emergency text parameters, put together by Mr. W. Thompson, will be emailed to all Committee members for further review.

Communication with SBPD Update

The Managing Editor stated that once the SBPD provides her with traffic statistics, she will run a column in LW Weekly highlighting traffic safety.

Clubhouse Four Dais Parameters

Following a review of the Clubhouse Four dais audio and visual user needs, as presented, the Committee concurred to proceed with a wireless system. The Committee also discussed creating the sound booth and adding either power supplies and a small monitor at the dais or a docking station for the iPad.

Following a further discussion, the Committee concurred to meet with the consultant to discuss the requirements, the initially updated proposal and total costs.

Chair Snowden called for a break at 2:41 p.m. The meeting resumed at 2:58 p.m.

NEW BUSINESS

Surveillance Cameras

The IT Manager spoke of the need in cameras upgrade throughout the community as presented.

Following a discussion, Mr. S. Geffner MOTIONED, seconded by Ms. J. Isom -

TO accept the purchase of sixteen Panasonic dome cameras for \$5,078, forward it to Finance Committee to determine Reserve funds and the Board for final approval.

The motion was carried unanimously by Committee members present.

IT Shelving & Storage

The IT Manager spoke of the need in shelving and storage in the IT Department as presented.

Ms. D. Gambol MOTIONED, seconded by Mr. S. Geffner -

TO accept the purchase of shelving cabinets and storage bins for IT Department in the amount of \$1,312.54 to be charged to 2111701 (Capital).

The motion was carried unanimously by Committee members present.

Fuke Network Tester

The IT Manager spoke of the need in a network tester to test cables, phones, routers and access points as presented.

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

-

TO accept the purchase of a Fluke Networks CIQ-100 tester in the amount not to exceed \$1,800 and to be charged to 2111701 (Capital).

The motion was carried unanimously by Committee members present.

Dynamics Update

The Director of Finance spoke on the Microsoft Dynamics update by proposing the consolidation of the CRM and ERP processes to reduce redundancy, improve operations with a smaller footprint, and increase business efficiency through centralization.

Following a discussion, the Committee offered a permission to proceed with consolidation of the above software systems into Microsoft Dynamics.

Goals for COMM/IT Committee

Following a discussion, the Committee concurred to further review this item at the next scheduled Committee meeting.

The Committee also discussed the resources that may be available to the community such as access to computer and Internet, and virtual chats with family members, and concurred to further review it 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

Correspondence

- a. Livestream Meetings Tech Issues, Lois Corrigan, Mutual Six

Unfinished Business:

- a. Communication with SBPD, Update
- b. Clubhouse Four Dais, Update
- c. Dynamics, Update
- d. Goals for COMM/IT Committee, Update

New Business:

- a. 2022 Calendar Cover
- b. Report on Program to Improve Digital Divide for Seniors

NEXT MEETING

Thursday, October 14, 2021

ADJOURNMENT

Chair Snowden adjourned the meeting at 3:58 p.m.



Paula Snowden, Chair
COMMUNICATIONS/IT COMMITTEE

KL 09-09-21