



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT

September 9, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. STAFF REPORTS: 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, finalizing the new website and marking Tecnavia project as completed.</p> <p>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. The Committee concurred 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.</p>	IT Manager, Executive Director				
<p>2. STAFF REPORTS: 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</p>	Managing Editor				

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<p>and 2022 GRF wall calendar will be in larger and cleaner format, feature the photos submitted by the residents.</p>					
<p>3. UNFINISHED BUSINESS: Initial Draft Budget for CC 934 Update Following a review of the updated draft budget for CC 934, the Committee moved to recommend to the Finance Committee the acceptance of the budget for CC 934, as amended.</p>	<p>IT Manager, Executive Director, Director of Finance</p>		X		
<p>4. UNFINISHED BUSINESS: Initial Draft Budget for CC 236 Update Following a review of the updated draft budget for CC 236, the Committee moved to recommend to the Finance Committee the acceptance of the budget for CC 236, as amended.</p>	<p>Managing Editor, Executive Director, Director of Finance</p>		X		
<p>5. UNFINISHED BUSINESS: 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.</p>	<p>IT Manager</p>				
<p>6. UNFINISHED BUSINESS: 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.</p>	<p>Managing Editor</p>				
<p>7. UNFINISHED BUSINESS: Clubhouse Four Dais Parameters Following a review of the Clubhouse Four dais parameters, the Committee concurred to proceed with a wireless system.</p>	<p>Executive Director</p>				

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<p>Following a further discussion, the Committee concurred to meet with the consultant to discuss the requirements, the initially updated proposal and total costs.</p>					
<p>8. NEW BUSINESS: Surveillance Cameras Following a discussion, the Committee moved 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.</p> <p>IT Shelving & Storage Following a discussion, the Committee moved 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).</p> <p>Fluke Network Tester Following a brief discussion, the Committee moved 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).</p>	<p>Executive Director, IT Manager</p>		X	X	
<p>9. NEW BUSINESS: 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 and increase business efficiency.</p>	<p>Director of Finance</p>				

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<p>Following a discussion, the Committee offered a permission to proceed with consolidation of the above software systems into MS Dynamics.</p>					
<p>10. NEW BUSINESS: Goals for the 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.</p>	<p>Executive Director</p>				
<p>FUTURE AGENDA ITEMS: The Committee moved/concurred to include:</p> <p><u>Correspondence:</u></p> <ul style="list-style-type: none"> a. Livestream Meetings Tech Issues, Lois Corrigan, Mutual Six <p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> a. Communication with SBPD Update b. Clubhouse Four Dais Update c. Dynamics, Update d. Goals for COMM/IT Committee, Update <p><u>New Business:</u></p> <ul style="list-style-type: none"> a. 2022 Calendar Cover b. Report on Program to Improve Digital Divide for Seniors 	<p>Recording Secretary</p>				