



COMMUNICATIONS/IT COMMITTEE

SUMMARY REPORT

October 14, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. CORRESPONDENCE: Livestream Meetings Tech Issues, Lois Corrigan, Mutual Six The Committee briefly discussed the piece of correspondence by L. Corrigan and concurred to have the IT Supervisor present the costs and scope of work on resolving technical issues during livestream at the next scheduled Committee meeting.</p>	Executive Director, IT Supervisor				
<p>2. STAFF REPORTS: IT Project Timeline The IT Supervisor updated the Committee on IT projects timeline as presented. The Committee briefly discussed the completion of Maxxess gate access by December 2021 and finalizing the new website.</p> <p>Website Statistics The Committee reviewed website statistics as presented by the IT Supervisor and concurred not to report the age and gender of the visitors any further.</p>	IT Supervisor				
<p>3. STAFF REPORTS: Publications Schedule Update The Managing Editor provided the Committee with the updates on Community Guide, 2022 Calendar,</p>	Managing Editor				

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<p>Minibus guide and Spotlight as presented.</p>					
<p>4. UNFINISHED BUSINESS: Management Service Provider (MSP) Update The IT Supervisor stated that MSP transition has been interrupted due to a backup issue and the previous technician has been contracted to assist with the issue and meet the goal.</p>	<p>IT Supervisor, Executive Director</p>				
<p>5. UNFINISHED BUSINESS: Communication with SBPD Update The Managing Editor stated that according to LWSB, LW citations will be extracted and submitted quarterly. She also stated that LW Weekly will periodically publish traffic safety articles and keep the community up to date on safety requirements.</p>	<p>Managing Editor</p>				
<p>6. UNFINISHED BUSINESS: Clubhouse Four Dais, Update The Committee concurred to review the previous RFPs on CH 4 dais upgrade and meet with a consultant to define the scope of work and move forward with this project.</p>	<p>IT Supervisor, Executive Director</p>				
<p>7. UNFINISHED BUSINESS: Goals for COMM/IT Committee The Committee reviewed COMM/IT goals as presented by the IT Supervisor, and concurred to mark website redesign as completed, and further review the list at the next scheduled Committee meeting, revised as discussed.</p>	<p>Executive Director, IT Supervisor</p>				
<p>8. NEW BUSINESS: 2022 Calendar Cover</p>	<p>Managing Editor</p>				

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<p>The Committee moved to accept the option #2 for LWSB 2022 calendar cover. The motion passed with one “no” vote (Thompson).</p>					
<p>9. NEW BUSINESS: Community Wi-Fi Internet Services Subcommittee Following a discussion, the Committee concurred to review this topic at the upcoming Executive Committee and further discuss it at the next scheduled Committee meeting.</p>	<p>Committee Chair, Executive Director</p>				
<p>10. NEW BUSINESS: Dais Subcommittee Following a discussion, the Committee concurred to review the original proposals and define the scope of work prior to moving forward. The Committee concurred to further discuss this topic at the next scheduled Committee meeting.</p>	<p>IT Supervisor, Executive Director</p>				
<p>11. GOVERNING DOCUMENTS: Review: Policy 20-2807-1, GRF Emergency Text Parameters The Committee moved to accept Policy 20-2807-1, GRF Emergency Text Parameters, as presented, and forward it to the Board for final approval.</p>				<p>X</p>	
<p>FUTURE AGENDA ITEMS: The Committee moved/concurred to include:</p> <p><u>Unfinished Business:</u></p> <ol style="list-style-type: none"> a. Upgrade of Cameras & Sound in Conference Rooms b. Goals for COMM/IT Committee, Update c. Community Wi-Fi Internet Services Subcommittee 					

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d. CH 4 Dais Subcommittee, Update					
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Governing Documents

a. Policy 30-1010-1, Authorized Spokesperson					
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