The Golden Rain Foundation provides an enhanced quality of life for our active adult community of Seal Beach Leisure World

WEBSITE REDESIGN AD HOC COMMITTEE

Agenda

Clubhouse Four/Zoom
Tuesday, November 16, 2021
1:00 p.m.

To view the live Website Redesign Ad Hoc Committee meeting:

- Go to www.lwsb.com
- The tab will be active at 12:45 pm on the day of the meeting
- The live streaming uses YouTube live and terminates at the close of the meeting

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
   a. Introduction of Guests and Staff
      Susan Hopewell, GRF President
      Randy Ankeny, Executive Director
      Seth Iskenderian, IT Supervisor
      Katya Lukina, Recording Secretary
   b. Rules of Order
   c. Chair's Report
4. **Shareholder/Member Comments** *(Limited to 3 minutes per person)*
5. **Approval of Minutes**
   a. Minutes of Regular Meeting, October 19, 2021 (pp. 1-3)
6. **Correspondence (N/A)**
7. **Staff Reports**
   a. IT Supervisor
   b. Executive Director
8. **Subcommittee Reports (N/A)**
9. **Unfinished Business**
   a. Website Launch, Follow Up
   b. Wikipedia Page, Follow Up
10. **New Business**
    a. Cross Training on Updates and Changes to the Website
11. **Governing Documents (N/A)**

12. **Future agenda items**

13. **President's Comments**

14. **Next Meeting**

    Tuesday, December 21, 2021
    Clubhouse Four/Zoom

15. **Adjournment**

WEBSITE REDESIGN AD HOC COMMITTEE MINUTES
October 19, 2021

The Website Redesign Ad Hoc Committee meeting was held on Tuesday, October 19, 2021, and was called to order at 1:00 p.m. by Chair Isom in Clubhouse Four and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

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

Also Present:	Ms. D. Gambol, GRF Board Member, Mutual One (Zoom)
	Ms. C. Levine, GRF Board Member, Mutual Ten (Zoom)
	Ms. P. Snowden, GRF Board Member, Mutual Two
	Mr. S. Iskenderian, IT Supervisor
	Ms. K. Lukina, Recording Secretary

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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 November 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 Supervisor Seth Iskenderian, and Recording Secretary Katya Lukina.

Rules of Order

Chair Isom asked everyone to be kind and considerate.

Chair's Report

The Chair did not offer a report.

SHAREHOLDER/MEMBER COMMENTS

No comments were made by shareholders/members.

APPROVAL OF MINUTES

The minutes of September 21, 2021, Website Redesign Ad Hoc Committee meeting were accepted as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS

IT Supervisor

The IT Supervisor 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 Action Request for October Board Meeting for Approval

The IT Supervisor stated that the website has been updated based on the Board's feedback.

The Committee discussed the need to update the photos of the security gate and the globe, website optimization by StormBrain to resolve speed issues (especially for older devices), updating the numerical sort of policies and subsequent search capability by StormBrain, adding descriptions under Security and Food Services sections, designating at the top of the online forms whether they are fillable online to immediately submit or must be brought to Administration in-person, and thoroughly testing the redesigned website on the GRF server before its launch.

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

> **TO** accept the launch of the new www.lwsb.com website and forward it to the Board for final approval.

The motion was carried unanimously by Committee members present.

The Committee also discussed the ways of publicizing the website launch through LW Weekly and LW Live by the Managing Editor.

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FUTURE AGENDA ITEMS

Unfinished Business:

a. Website launch, follow up
b. Wikipedia page, follow up

New Business:

a. Cross training on updates and changes to a website

ADJOURNMENT

Chair Isom adjourned the meeting at 1:43 p.m.

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Janet Isom, Chair
Website Redesign Ad Hoc Committee

KL 10/19/21

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