

APPROVAL OF MINUTES

The minutes of November 16, 2021, Website Redesign Ad Hoc Committee meeting were approved as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS

IT Supervisor

The IT Supervisor provided the Committee with the updates on agenda items throughout the meeting.

IT Manager

Chair Isom introduced Mr. M. Mario as a new IT Manager.

SUB-COMMITTEE REPORTS (N/A)

PRESIDENT'S COMMENTS

President Hopewell commented on agenda items throughout the meeting.

UNFINISHED BUSINESS

Website Launch, Follow Up

The IT Supervisor provided the Committee with the website updates and collected the feedback to be implemented prior to the next scheduled Committee meeting. It was the consensus of the Committee to have the IT Supervisor update the menu options, security services and history sections, photos, layout symmetry, café section (food services) and the Realtor's handout (photos & access for the buyers).

Following a further discussion, it was the consensus of the Committee to test the functionality of the new website, calendar updates and the use of downloadable forms, and address cybersecurity issues with the IT Manager prior to moving forward.

The Committee also discussed adding a subpage to the new website on amenities' rules.

Wikipedia Page, Follow Up

The Committee discussed successful LW Weekly publications of Wikipedia page and concurred to cross train a staff member for its regular updates once the website is live.

Cross Training on Updates and Changes to the Website

The IT Supervisor stated that he will be training two additional staff members (one from the IT Department and one from the Communications Department) on updating the new website.

Following a discussion, it was the consensus of the Committee to have the Communications Coordinator draft a basic tutorial article for the LW Weekly on the use of the new website, including the ADA access features.

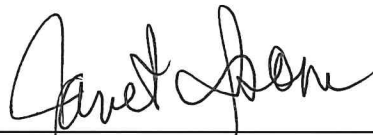
FUTURE AGENDA ITEMS

Unfinished Business:

- a. Website launch, follow up
- b. Cross Training on Updates and Changes to the Website

ADJOURNMENT

Chair Isom adjourned the meeting at 2:04 p.m.



Janet Isom, Chair
Website Redesign Ad Hoc Committee

KL 01/18/22