



WEBSITE REDESIGN AD HOC COMMITTEE MINUTES November 16, 2021

The Website Redesign Ad Hoc Committee meeting was held on Tuesday, November 16, 2021, and was called to order at 1:03 p.m. by Chair Isom in Administration Conference Room 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. M. Avila, Communications Coordinator
Ms. K. Lukina, Recording Secretary

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 December 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, Communications Coordinator Malena Avila and Recording Secretary Katya Lukina.

Rules of Order

Chair Isom asked everyone to be kind and turn off or silence their cell phones.

Chair's Report

Chair Isom stated that she is looking forward to the new website launch and discussion.

SHAREHOLDER/MEMBER COMMENTS

No comments were made by shareholders/members.

APPROVAL OF MINUTES

The minutes of October 19, 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.

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 Launch, Follow Up

Following a discussion, it was the consensus of the Committee to launch the new www.lwsb.com website on the morning of November 22nd, send LW Live email drafted by the Communications Coordinator informing the residents of the website live testing as follows and have the IT Supervisor create a temporary email to collect the website feedback from the residents.

The IT Supervisor also added that StormBrain will be available for immediate technical support after the launch, if needed.

Wikipedia Page, Follow Up

Following a discussion, the Committee concurred to forward this item to COMM/IT Committee and publish the new Wikipedia verbiage in LW Weekly in installments, beginning January 2022 to make the community feel engaged.

The Committee also concurred to utilize the Knowledge Center for tutorials for the residents on how to navigate the new website.

Cross Training on Updates and Changes to the Website

The IT Supervisor stated that navigation issues, calendar and other minor adjustments will be done prior to the website launch, and the Recreation Coordinator along with the Communications Coordinator will be cross trained following the launch.

FUTURE AGENDA ITEMS

Unfinished Business:

- a. Website launch, follow up
- b. Wikipedia Update: Status of the Uploaded Document to Their Website.

ADJOURNMENT

Chair Isom adjourned the meeting at 2:43 p.m.



Janet Isom, Chair
Website Redesign Ad Hoc Committee

KL 11/16/21