



**COMMUNICATIONS/IT COMMITTEE**

**SUMMARY REPORT**  
**Thursday, April 14, 2022**  
**1:30 p.m.**

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p><b>1. STAFF REPORT: IT Manager</b>            Committee requested IT Manager submit proposal to address overtime unfavorable variance.</p> <p>Following a brief discussion, the Committee asked the IT Manager to provide more of the statistics of LW Live email campaigns as part of his report moving forward, and more detailed explanation of the term “visitors” in the data analysis of the website.</p> <p>The Committee also concurred to forward the issue of recorded meetings availability beyond 48 hours timeframe to the Administration Committee.</p> <p>The IT Manager stated that the on-site demo of the Gate Access program will take place on Monday and the LWSB email users will be trained to manage their quarantined emails. He also added that he will work with the Managing Editor on a Cyber Security article for LW Weekly.</p>	<p>IT Manager</p> <p>Recording Secretary</p> <p>IT Manager &amp; Managing Editor</p>	<p>✓</p>			
<p><b>2. STAFF REPORT: Managing Editor</b>            The Managing Editor provided the Committee with the variance and comparison budget reports for CC 236 as presented, and spoke of the election coverage in LW Weekly. She stated that the candidates can purchase the advertising space in LW Weekly, while meeting the guidelines that are available in Stock Transfer department and LW Weekly office, and still be mentioned in LW Weekly as part of the story, submission, or as the community volunteer.</p> <p>Following a discussion, the Committee advised the Managing Editor to publish an article about the upcoming OCTA changes that would affect the community and use the Interfaith Council suggestions to update the 2023 LSB community calendar.</p>	<p>Managing Editor</p>				

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<p><b>3. UNFINISHED BUSINESS:</b></p> <p><b>Employee Communications</b> It was the consensus of the Committee to discuss the Employee Communications (DG) at the next scheduled Committee meeting.</p> <p><b>Emergency Text Parameters</b> The was the consensus of the Committee that this will be discussed further down under Governing Documents.</p> <p><b>CH3 Meeting Room TVs (IT)</b> The IT Manager stated that he gathered the quotes for Clubhouse Three commercial grade TVs for the meeting rooms and forwarded it to the Recreation Committee for review.</p> <p><b>Clubhouse Four Dais</b> It was the consensus of the Committee to have the Recreation Committee handle the Clubhouses' updates with the follow-up by the GRF President.</p>	Recording Secretary				
<p><b>4. NEW BUSINESS:</b></p> <p><b>ITs Requirements</b> It was the consensus of the Committee to have the IT Manager provide the updates on this matter at the next scheduled Committee meeting.</p> <p><b>Community Guide</b> The Managing Editor spoke of the 2023 LWSB Community Guide, as presented, and recommended for it to be printed biannually and updated with the addition of a companion piece (insert) on GRF and Mutual changes. She added that the advertisers' coupons could be included for additional revenue.</p> <p>After further discussion committee approved scenario one of the Managing Editor presented report.</p>	IT Manger				
<p><b>5. GOVERNING DOCUMENTS:</b></p> <p>Following a brief discussion Committee unanimously amended 20-5050-1 Electronic Communications and approved 20-5050-3 Electronic Communications as presented.</p> <p>Following a brief discussion Committee unanimously voted to rescind current 20-5050-1 Digital Billboards pending approval by board of the new 20-5050-1.</p>	Recording Secretary			✓	

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Following a brief discussion Committee unanimously voted to rescind 20-2807-1 GRF Emergency Text Parameters.					
<b>FUTURE AGENDA ITEMS:</b> The Committee concurred to add future agenda items: <ul style="list-style-type: none"> <li>• Employee Communications</li> <li>• GRF Building Electronic Temperature Units Replacements – Update (Tabled until July).</li> </ul>					<b>Recording Secretary</b>