



WEBSITE REDESIGN AD HOC COMMITTEE MINUTES

April 19, 2022

The Website Redesign Ad Hoc Committee meeting was held on Tuesday, April 19, 2022, and called to order at 1:00 p.m. by Chair Isom in the Administration Conference Room and via Zoom, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. J. Isom, Chair
Mr. N. Massetti (Zoom)

Mr. W. Thompson (Zoom)
Ms. S. Hopewell, Ex-Officio

Also Present: Ms. D. Gambol, GRF Board Member, Mutual One
Ms. C. Levine, GRF Board Member, Mutual Ten (Zoom)
Ms. P. Snowden, GRF Board Member, Mutual Two
Mr. M. Mario, IT Manager
Mr. S. Iskenderian, IT Supervisor
Ms. M. Avila, Communications Coordinator/Recording Secretary
Two Shareholders/Members

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 May 2022.

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 Manager Marcelo Mario, IT Supervisor Seth Iskenderian and Communications Coordinator/Recording Secretary Malena Avila.

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 updates regarding the new website launch.

SHAREHOLDER/MEMBER COMMENTS

There were no comments made by Shareholders/Members at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the January 18, 2022, Website Redesign Ad Hoc Committee meeting were approved as presented.

CORRESPONDENCE

There was no correspondence to review at the time of the meeting.

STAFF REPORTS**IT Manager**

The IT Manager stated that migration of the new LWSB website will start next week, with the timeline based on the StormBrain's schedule. Email update will be sent to Chair, GRF President and Communications Coordinator. The Chair Isom added that the initial focus of the website testing will be on the Top 10 most visited pages.

The GRF President stated that the final report on the new website launch will be presented to the Board at its May meeting, and the Website Redesign Ad Hoc Committee will be dissolved. She added that following the election, the IT department will have a stand-alone committee with its first meeting in July, and the Communications/IT Committee will become the Publications Committee.

IT Manager stated that he looked into a vendor for the website maintenance at a lower cost than StormBrain. The Committee advised the IT Manger to present the action request on proposed vendor for the website maintenance at the next scheduled Committee meeting.

The IT Manager also stated that the LWSB Instagram account was recovered and can now be managed by GRF.

Executive Director (N/A)**SUB-COMMITTEE REPORTS (N/A)****UNFINISHED BUSINESS****Website Launch, Follow Up**

The IT Manager stated that the new website testing will start following its migration to the GRF server. The Committee concurred to have the GRF Directors, Mutual Presidents, select LW residents, other community members and staff test the new website for the period of two weeks before the launch. The IT Manager added that the current LWSB website will be archived.

The Chair reviewed the proposed website timeline: Testing until May 16, then IT Manager's presentation of results at the May 17 Ad Hoc Committee meeting, followed by a launch recommendation to the BOD on May 24.

The Committee also discussed the staffing for the website maintenance and concurred to resolve this issue after the launch.

President Hopewell also advised the Communications Coordinator to update the LW Weekly article on the website transition, create verbiage for LW Live, and send both drafts to the GRF President, Chair Isom and the Managing Editor for review.

Cross Training on Updates and Changes to the Website

IT Manager stated that the IT Tech has been trained and that the Communications Coordinator needs to be trained. Chair Isom stated that inhouse staff needs to maintain the website before the Committee will look at hiring an outside firm to do the maintenance.

A resident expressed some concerns with the website. Chair Isom informed the LW resident that the concerns should be given to the IT Manager, who will report to the Committee.

The GRF President stated that a script to testers needs to include how to report the issues and a timeline. IT Supervisor added that a distribution group will be set up to receive reports from testers.

NEW BUSINESS (N/A)

GOVERNING DOCUMENTS (N/A)

FUTURE AGENDA ITEMS

Unfinished Business:

- a. Website Cross Training, follow up
- b. Website Testing Results
- c. Proposed Launch Plan

PRESIDENT'S COMMENTS

President Hopewell provided information and updates on the agenda items throughout the meeting.

ADJOURNMENT

Chair Isom adjourned the meeting at 1:40 p.m.



Janet Isom, Chair
WEBSITE REDESIGN AD HOC COMMITTEE
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