WEBSITE REDESIGN AD HOC COMMITTEE MINUTES
May 17, 2022

The Website Redesign Ad Hoc Committee meeting was held on Tuesday, May 17, 2022, and was called to order at 1:04 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

Staff and Guests: Ms. D. Gambol, GRF Board Member, Mutual One
Ms. P. Snowden, GRF Board Member, Mutual Two
Ms. C. Levine, GRF Board Member, Mutual Ten
Mr. M. Mario, IT Manager
Mr. S. Iskenderian, IT Supervisor (Zoom)
Ms. K. Lukina, Recording Secretary
One 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 July 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 Recording Secretary Katya Lukina.

Rules of Order
Chair Isom asked everyone to be kind, courteous and respectful, as well as to silence their cell phones.

Chair's Report
Chair Isom had no report to present, yet commented on agenda items throughout the meeting.

SHAREHOLDER/MEMBER COMMENTS
No comments were made by shareholders/members.

APPROVAL OF MINUTES
The minutes of the April 19, 2022 Website Redesign Ad Hoc Committee meeting were approved as presented.

CORRESPONDENCE (N/A)

STAFF REPORTS
IT Manager
The IT Manager provided the Committee with the updates on the new LWSB website. He stated that he is working with the website design vendor, StormBrain, to locate backups of the latest version of the new website.

Following a discussion, the Committee advised the IT Manager to contact StormBrain for the updates. The IT Supervisor will be the primary contact for gathering documents of the lost content, which will be re-entered.

It was the consensus of the Committee to schedule a special meeting and have the IT Manager provide the website updates and create a project timeline to keep everyone in the loop and track the progress.

PRESIDENT'S COMMENTS
President Hopewell commented on agenda items throughout the meeting.

UNFINISHED BUSINESS
Website Cross Training, Follow Up
No discussion took place on this matter at the time of the meeting.

Website Testing Results
No discussion took place on this matter at the time of the meeting.

Proposed Launch Plan
No discussion took place on this matter at the time of the meeting.

NEW BUSINESS (N/A)

FUTURE AGENDA ITEMS
   A. Website launch, follow up.

ADJOURNMENT
Chair Isom adjourned the meeting at 1:20 p.m.

Janet Isom, Chair
Website Redesign Ad Hoc Committee

kl 05/17/22