



## **ITS COMMITTEE MINUTES**

### **July 5, 2022**

The ITS Committee meeting was held on Tuesday, July 5, 2022, and was called to order at 10:04 a.m. by Chair Isom in Conference Room B and via Zoom, followed by the Pledge of Allegiance.

#### **ROLL CALL**

Present: Ms. J. Isom, Chair  
Mr. P. Friedman  
Ms. D. Gambol - Zoom  
Mr. N. Massetti

Ms. Teri Nugent  
Mr. W. Thompson  
Ms. M. Gerber, Ex-Officio

Staff Mrs. J. Sedgwick, Executive Director  
and Guests: Mr. M. Mario, IT Manager  
Ms. M. Avila, Communications Coordinator/Recording Secretary  
Ms. C. Levine, GRF Representative, Mutual Ten  
Five Shareholders/Members

#### **CHAIR'S ANNOUNCEMENTS**

Chair Isom greeted and welcomed everyone to the ITS Committee meeting and introduced Foundation members, guests, and staff.

#### **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**

Two Shareholders/Members commented at the time of the meeting.

#### **APPROVAL OF MINUTES**

The minutes of the May 12, 2022, Communications/IT committee meeting were approved, as presented.

#### **CORRESPONDENCE**

The Committee reviewed one piece of correspondence, which was addressed as part of the agenda.

#### **STAFF REPORTS**

### IT Manager

The IT Manager provided the website and IT department monthly reports (Budget Variance, Project Timeline, Website Statistics), as presented in the agenda packet.

A request was made to include Mutual website statistics in the IT Manager's report. The committee agreed to have the IT Manager provide a cost estimate (including IT staff time) required to include Mutual website statistics in future monthly reports.

Committee agreed to have IT update the current website to provide correct information, while the newly redesigned website's functionality is properly tested prior to launch. The IT Manager informed the committee that the Recreation, GRF Administration and Mutual Administration Departments manage the website's master calendar updates.

### Executive Director

The Executive Director provided information throughout the meeting, while gaining an understanding of how a GRF committee operates during her first committee meeting.

## **UNFINISHED BUSINESS**

### Livestream Tech Issues – Update

IT Manager addressed the issues and asked that the Clubhouse 4 Dais replacement be included to this agenda item, as it is related. He is coordinating with Recreation Department staff on resolution of audio and video issues.

### Upgrade Cameras & Equipment – Conference Rooms

IT Manager provided an update and requested the agenda item be expanded to include other locations. The Committee also discussed privacy issues related to filming public common areas on trust property. Specifically confirming that no cameras are installed in the aquatic center changing areas.

The Executive Director expressed the need for a GRF policy regarding staff access of videos from all cameras on GRF trust property. The Executive Director will coordinate with the GRF attorney to create a policy to be reviewed by the ITS committee and forwarded to the Board for approval.

### GRF Building Electronic Temperature Units Replacements – Update

IT Manager will report back regarding the number of units still to be installed at the August committee meeting.

## **NEW BUSINESS**

### Meet Department Staff

IT Manager reported that the IT Supervisor gave notice, but will continue to work part-time after hours, while a replacement is sought. The position has been posted.

### Assess Backup Power Needed During Emergencies

It was the consensus of the Committee to have this agenda item brought back by the IT Manager to the August committee meeting.

Dais in Clubhouse 4 - Replacement Options

It was the consensus of the Committee to have this agenda item brought back by the IT Manager to the August committee meeting.

Replacement of 123 Computers Before 2023

It was the consensus of the Committee to have this agenda item brought back to the August committee meeting, when IT Manager will have proposals for committee review.

Ms. Levine arrived 10:42 a.m.

Electronic Billboards

It was consensus of the Committee to have this agenda item brought back to the August committee meeting. IT Manager will report on any future hardware costs, as well as cost estimates for Zoom, Interact Solutions, or equivalent vendor options.

After committee discussion, Mr. Massetti MOTIONED, seconded by Chair Isom -

TO forward to the board a request to decide if GRF will continue to offer WiFi access points in trust buildings for free to residents.

The motion failed with all committee members present voting no.

After further committee discussion, Mr. Massetti MOTIONED, seconded by Ms. Gambol -  
TO make no change to current free WiFi access offered in trust buildings to shareholders/members.

The motion was withdrawn.

**GOVERNING DOCUMENTS**

20-5118-3 Information Technology Services Committee Charter

20-5118-3 Information Technology Services Committee Charter was available to the committee for review.

20-5125-3 Communications/ITS Committee Charter

20-5125-3 Communications/ITS Committee Charter was available to the committee for comparison to the newly approved 20-5118-3 Information Technology Services Committee Charter.

**FUTURE AGENDA ITEMS**

- A. Feasibility of adding mutual website statistics to monthly report
- B. Website Updates
- C. Livestream Tech Issues and Clubhouse 4 Dais Replacement Options
- D. Upgrade Cameras & Equipment – Conference Rooms

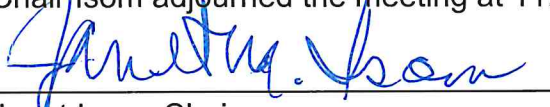
- E. GRF Building Electronic Temperature Units Replacements – Update
- F. Assess Backup Power Needed During Emergencies
- G. Replacement of 125 Computer Work Stations Before 2023 – Review Proposals
- H. Electronic Billboards – Update
- I. Review Governing Documents:
  - 20-5045-3 Board Member Use of Foundation Equipment
  - 20-5046-3 Records Management Procedures
  - 20-5051-3 Website Management
  - 20-5125-3 Committee Charter
  - 20-5125-3 Communications/ITS Committee Charter (for comparison)

**PRESIDENT’S COMMENTS**

President Gerber expressed interest in the upcoming August report on the Clubhouse 4 dais replacement, while providing information and updates throughout the meeting.

**ADJOURNMENT**

Chair Isom adjourned the meeting at 11:51 a.m.



Janet Isom, Chair  
ITS Committee

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