



INFORMATION TECHNOLOGY SERVICES COMMITTEE MINUTES

January 3rd, 2023

The meeting of the Information Technology Services Committee was held on Tuesday, January 3, 2023, and was called to order at 10:00 a.m. by Chair Isom in Conference Room A and via Zoom.

ROLL CALL

Present: Janet Isom- Chair
Phil Friedman
Donna Gambol- Zoom

Nick Massetti
Teri Nugent
William Thompson

Directors, Staff Marsha Gerber, GRF President
and Marcelo Mario, IT Director
Guests: Jesse Cripps, Recreation Director
Jenna Dever, Assistant to Executive Director
Susan Jacquelin, GRF Board Member via Zoom
Carol Levine, GRF Board Member

CHAIR'S ANNOUNCEMENTS

Chair Isom welcomed Committee members, guests, and introduced IT Director Marcelo Mario, Recreation Director Jesse Cripps, and Assistant to the Executive Director Jenna Dever.

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 and commented on agenda items throughout the meeting.

MEMBER COMMENTS

Two Members spoke during the Members' Comment period.

APPROVAL OF MINUTES

The Information Technology Services Committee minutes dated December 6, 2022, were approved as amended.

CORRESPONDENCE

Mutual 11 Webmaster

The correspondence was read aloud and discussed.

Mutual 9 The Impaired Vision and Hearing Club

The correspondence was read aloud. Accessibility testing to be discussed at the January 17th, 2023 Website Redesign Ad Hoc meeting.

STAFF REPORTS

IT Director

The IT Director presented the monthly Website and Livestream Statistics report and Budget Variance report, which was included in the agenda packet.

UNFINISHED BUSINESS

Livestream Tech Issues – Update

IT Director provided an update, topic tabled until February's meeting for further testing.

Mutual Board Member LWSB Emails

Topic was discussed, item has been tabled until February's meeting after feedback has been received by the President's Council.

Office 365 Migration- Update

IT Director provided an update, topic tabled until February's meeting for further update.

Training on IT Equipment in Clubhouse 3

Recreation Director gave an update. The Recreation Department does provide individual training and setup on a case-by-case basis.

Website Redesign- Update

IT Director provided an update; topic will be brought back for February's meeting after additional feedback is received.

NEW BUSINESS

Mutual Website Administrative Access Agreement

IT Director provided an update, topic tabled until February's meeting for further update.

Upgrade to outdated "Teams Site" to Office 365 new Teams SharePoint- Status

IT Director provided the status; the upgrade is pending the completion of the Office 365 email migration.

Electronic Thermostat Replacements

Item has been sent to the Physical Properties Committee.

Adobe Acrobat Training

IT Director provided an update on the training that has already occurred, topic tabled until February's meeting for further update on future training sessions.

CINC software

IT Director provided an update, topic tabled until February's meeting for further update.

GOVERNING DOCUMENTS

20-5560-1 Surveillance Camera Policy Draft

Motion: To recommend the Board approve to adopt policy 20-5560-1 Surveillance Camera Policy Draft.

First: Nick Massetti

Second: Donna Gambol

The motion has passed unanimously.

FUTURE AGENDA ITEMS:

- Livestream Tech Issues – Update
- Mutual Board Member LWSB Emails
- Office 365 Migration- Update
- Website Redesign- Update
- Mutual Website Administrative Access Agreement- Update
- Upgrade to outdated "Teams Site" to Office 365 new Teams SharePoint- Status
- Adobe Acrobat Training- Update
- CINC software- Update
- SuperWire Migration of Phone Services/Wiring

NEXT MEETING

Tuesday, February 7, 2023, in Conference Room A/Zoom 10am.

ADJOURNMENT

The meeting was adjourned at 11:09 pm by Chair Isom.

2/7/23
Approved Date

Philip Friedman
Approval Signature

PHILIP FRIEDMAN
Printed Name