



## **INFORMATION TECHNOLOGY SERVICES COMMITTEE MINUTES**

**March 7, 2023**

The meeting of the Information Technology Services Committee was held on Tuesday, March 7, 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

Nick Massetti  
Teri Nugent

Absent: William Thompson

Directors, Staff Marsha Gerber, GRF President via Zoom  
and Jessica Sedgwick, Executive Director via Zoom

Guests: Marcelo Mario, IT Director  
Emma Hurtado, Executive Assistant  
Edward Jablonski, GRF Representative, Mutual Eleven  
Two Shareholder/Members

### **CHAIR'S ANNOUNCEMENTS**

Chair Isom welcomed Committee members, guests, and introduced GRF President Marsha Gerber, Executive Director Jessica Sedgwick, IT Director Marcelo Mario, and Executive Assistant Emma Hurtado.

### **MEMBER COMMENTS**

One Member spoke during the Members' Comment period.

### **APPROVAL OF MINUTES**

The Information Technology Services Committee minutes dated February 7, 2023 were approved as presented and the Website Redesign Ad Hoc Committee minutes dated February 21, 2023 were approved as amended.

### **CORRESPONDENCE**

No correspondence was read aloud.

## **STAFF REPORTS**

### **IT Director**

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

## **UNFINISHED BUSINESS**

### **Livestream Tech Issues – Update**

IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### **Office 365 Migration – Update**

IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### **Website Redesign – Update**

IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### **ELC Vendor – Update**

IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### **New Phone System**

IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### **Adobe Acrobat Training – Update**

IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### **CINC Software – Update**

IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### **Clubhouse Four Dais Sound and Audio System**

The IT Director provided an update; topic will be brought back to the next scheduled meeting for further updates.

### GRF Surveillance Cameras – Update

The IT Director provided update; topic will be brought back to the next scheduled meeting for further updates.

### Mutual Website Agreement Form

The IT Director provided update; topic will be brought back to the next scheduled meeting for further updates.

### **NEW BUSINESS**

#### iPads for Service Maintenance and Physical Property Staff

Motion: To accept iPads for Service Maintenance and Physical Property and send it to the Board for approval.

First: Donna Gambol

Second: Phil Friedman

The motion was carried unanimously by the members present.

### **GOVERNING DOCUMENTS**

N/A

### **FUTURE AGENDA ITEMS:**

- Livestream Tech Issues – Update
- Office 365 Migration- Update
- Website Redesign
- ELC Vendor – Update
- New Phone System
- Board of Directors Training- Update
- CINC software- Update
- SuperWire Migration of Phone Services/Wiring
- Clubhouse Four Dais Sound and Audio System
- GRF Surveillance Cameras – Update
- Mutual Website Agreement Form

### **NEXT MEETING**

Tuesday, April 4, 2023, in Conference Room A/Zoom 10a.m.

### **ADJOURNMENT**

The meeting was adjourned at 11:08 a.m. by Chair Isom.

4/4/2023

Approved Date

*James Johnson*

Approval Signature

*James Johnson*

Printed Name