



## INFORMATION TECHNOLOGY SERVICES COMMITTEE MINUTES

April 4, 2023

The meeting of the Information Technology Services Committee was held on Tuesday, April 4, 2023, and was called to order at 10:01 a.m. by Chair Isom in Conference Room A and via Zoom.

### ROLL CALL

Present: Janet Isom – Chair  
Phil Friedman  
Donna Gambol via Zoom

Nick Massetti  
Teri Nugent

Absent: William Thompson

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

Guests: Marcelo Mario, IT Director  
Emma Hurtado, Executive Assistant  
Three 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

Two Members spoke during the Members' Comment period.

### APPROVAL OF MINUTES

The Information Technology Services Committee minutes dated March 7, 2023 were approved as amended.

### CORRESPONDENCE

One 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 and reported the Office 365 Migration is complete.

**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.

**GRF Board 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**

N/A

**GOVERNING DOCUMENTS**

N/A

**FUTURE AGENDA ITEMS:**

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

**NEXT MEETING**

Tuesday, May 2, 2023, in Conference Room A/Zoom 10a.m.

**ADJOURNMENT**

The meeting was adjourned at 11:00 a.m. by Chair Isom.

5/2/2023

Approved Date

*Jared Isom*

Approval Signature

*Jared Isom*

Printed Name