

OPERATIONS

Committee Meeting Agenda

Thursday, January 4, 2024 - 10:00 A.M.

Conference Room A

This meeting may also be live-streamed at www.lwsb.com.

The tab will be active 15 minutes prior to the start of the meeting.

The live streaming uses YouTube Live and terminates at the close of the meeting.

1. Call to Order/Pledge of Allegiance

2. Roll Call

- Donna Gambol– Chair
- Maureen Habel
- Janet Isom
- Susan Jacquelin
- William Thompson
- Patricia Vienna
- Daniel Weber
- *Marsha Gerber, Ex-Officio.*

3. Chair Announcement

a. Introduction of Guest and Staff

- Marsha Gerber, GRF President
- Jessica Sedgwick, Executive Director
- Acacia Young, Senior Director of Internal Operations
- Ruth Osborn, Communications Director
- Marcelo Mario, IT Director
- Victor Rocha, Security Director

4. Approve Minutes

a. Operations Committee, November 9, 2023 (pp.1-4)

5. Member Comments

6. Staff Report (pp.5-6)

7. General

8. Capital Funding

- a. Gate Access System
- b. Update of Conference Rooms Camera and Microphones

9. Governing Document

10. Next Meeting Date

- Thursday, February 8, 2023, at 10:00 a.m. – Conference Room A

11. Adjournment

Please be always courteous and respectful to other members, Board Directors, and representatives from Management. We ask that you do not raise your hands or interrupt the Committee or anyone else who may be speaking. **A Member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board at which disciplinary action may be taken.**



OPERATIONS COMMITTEE MINUTES

November 9, 2023

The regular meeting of the Operations Committee was called to order at 10:00 a.m. by Chair Gambol on Thursday, November 9, 2023, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Donna Gambol - Chair
Maureen Habel
Diane Henry
Janet Isom
William Thompson
Susan Jacquelin
Daniel Weber

Absent: Patricia Vienna

Staff and Guest: M. Gerber, GRF President
J. Sedgwick, Executive Director
A. Young, Senior Director of Internal Operations
M. Mario, IT Director
V. Rocha, Security Service Director
T. Makakaufaki, Executive Coordinator

CHAIR'S ANNOUNCEMENTS

Chair Gambol greeted and welcomed everyone to the Operations Committee meeting and introduced Foundation members and staff.

APPROVAL OF MINUTES

The minutes listed were approved, as presented:

- Operations Committee, October 3, 2023

SHAREHOLDER/MEMBER COMMENTS

Two shareholders spoke at the time of the meeting.

CORRESPONDENCE

There was no correspondence at the time of the meeting.

STAFF REPORTS

The Senior Director of Internal Operations and IT Director presented the monthly project report.

The Security Service Director also updated the Committee on the RFID tags and the New Gate System.

GENERAL

Security Distraction

The Security Service Director and Committee discussed the concerns about the security distraction.

CAPITAL FUNDING

Access Control Phasing

The Executive Director and the Committee discussed the Access Control Phase Schedule.

Update of Conference Rooms Camera and Microphones

The IT Director will present a proposal for the Conference Rooms Camera and Microphones at the next scheduled meeting.

Clubhouse Four Dais Technology Feature

The Committee and IT Director discussed the concerns at the Clubhouse Four Dais Technology Feature.

GOVERNING DOCUMENT

Amend 20-2841-2, Graphic Design Service

Motion: I recommend that the GRF Board amend policy 20-2841-2, Graphic Design Service, as presented and renumber the document to 42-2841-2.

First: Susan Jacquelin
Second: Maureen Habel

The motion passed.

OPERATIONS COMMITTEE MINUTES - 11.09.2023

Amend 80-5580-3, Entry Passes – Procedures

After discussion, the Committee and Executive Director will review 80-5580-3, Entry Passes – Procedures, and return it to the next meeting.

FUTURE AGENDA ITEMS

- Clubhouse Four Stations
- Camera and Conference Room Proposal

ADJOURNMENT

Chair Gambol adjourned the meeting at 11:06 a.m.

Donna Gambol, Chair
Operations Committee
TM: 11.09.23

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Project	Status
Phone System	Phone system is staged and ready to implement. There were some network issues that needed resolving due to Intercampus Links. We are working with the vendor to schedule an implementation in Early January.
Cinc System	Will update at meeting
Document Scanning	Will update at meeting
Gate Access	RFID -Over 2000 have been distributed, Oct 27 all mutuals done, oct 30 - Nov 4th makeup days. Gates - Controllers are up, we will be working on scheduling testing with Security. Building access - We are live in Admin building with badges.
Website Implementation	<p>Work study on 12/7/2023 to get initial impression of the new website. The group discussed a list of high-level changes, namely how the navigation bar should be organized.</p> <p>Here is a list of priority changes completed:</p> <ul style="list-style-type: none"> •Reorganizing the navigation bar and its contents <ul style="list-style-type: none"> •Moving the Livestream button higher •Adding a search button at the top right <p>Content has been progressively added to additional pages.</p>
GRF Surveillance Cameras	Working on the Design plan for RFP.
Livestream Tech Issues	We have resolved issues, and due to the Holiday month, did not receive any complaints regarding livestream issues.
Library	Patron Machines are staged. IT Equipment moved to storage. We are ready when the construction is complete, to install patron machines, and move equipment back.
Authorize Template for Club Website	Pending Website Implementation
Campus Links	After a site visit, the design team is choosing to revamp the solution, as there will be an issue with tree growth with the new antennas.
New Gate Access System- Proptia	We are hosting 2 informative events to present the new gate access system to the community and show them how it will all work (January 2nd and January 17th). The day following each event, we will be at the learning center helping shareholders learn how to use Proptia- the system they can utilize to add/ remove their guests (January 3rd and January 18th). The new gate access system is set to go live January 17th.

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