

**Village of Bolingbrook
Information Technology Commission
Meeting Agenda**

August 3rd, 2017 7:00 pm
Village Hall Boardroom

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll call/Determination of a Quorum**
- IV. **Adoption of the Agenda**
- V. **Reading and Approval of the minutes from the last meeting**
- VI. **Reports of Officers**
- VII. **Unfinished Business**
- VIII. Revision and updating of the existing IT Commission Operations Manual
 - a. Review revised wording thru the by-laws section Article V
 - i. The attached draft incorporates the recommended changes discussed by the commission at the last meeting.
 - ii. Recommendation: Final proof and approve.
- IX. Committee structure to better organize work efforts
 - a. Each Committee Chair to present to the general commission the action plan to define the committee work objectives, organizational structure and activity scheduling.
 - i. Content - Committee Chair Toni Greathouse
 - ii. Quality Assurance – Committee Chair Laurence Cooper
 - iii. Special Events – Dianna Walker
- X. **New business**
 - a. Shirts for the commissioners
 - b. Preparation for a commission table at the Village Jubilee to be held on the weekend of August 19th.
- XI. **Announcements**
- XII. **Good of the Order**
- XIII. **Adjournment**