

Village of Bolingbrook IT Commission Meeting Minutes.

August 31th. 2017

The meeting was opened at 7:05 pm.

The meeting was opened by Chair Jerry Gynac.

The minutes of the meeting were recorded by Commissioner Kapadia.

Those in attendance were: J.Gynac, R.Kapadia, Elden.Laffon, M.Walker, S.Walker, T.Greathouse

Those that were excused: T.Washington, T.Fink, L.Cooper, Esther..Lafoon.

Village liaison to the commission:

James Farrell

Guests

Dominick Guida

Old Business:

We were in compliance with the posting of Meeting minutes and agenda on the IT Commission webpage under Bolingbrook.com

T. Greathouse (Content Chair) to present content plan 9/7/2017 meeting.

QA subcommittee members S. Walker and L. Cooper met J. Farrell (IT Dir), were educated and issued a login id for the site improvement software. J. Gynac suggested we obtain the license for the analytics module for the site improvement software cost \$40 per month.

Name badges for the Commissioners were distributed. 2nd batch of name badges to arrive soon.

Special Events Committee did have a moderate response from the Jubilee.

J. Farrell to provide a script for commissioners to promote website, mobile app, alerts and recruitment of commission members. To be reviewed next meeting.

Village Parade:

- 1) R. Kapadia to provide minivan and magnets to attach banner to minivan for the 2017 Village Parade.
- 2) Flyers to be ordered with minor changes. J. Gynac / J. Farrell to follow up T.Fink.
- 3) Hard candy to be provided for Parade distribution.
- 4) Hi-Res Logo and file to be provided to J.Gynac to order the second banner for ITC.
- 5) Commissioners participating in the parade: R.Kapadia, D.Walker, J.Gynac, T.Fink, T.Greathouse/ J.Farrell. Meet at 12:30pm at Village Hall and drive to BHS no later than 1:00pm.

Committees and Members Motion was seconded and approved by the quorum.

New Business:

Annual Parade is on Sept 10th. 2017 any remaining odds and ends.

Drawing contest for website

Check on website capacity

Voting for the winner of the best drawing contest

Brookline Did you know section running quarterly

ITC to conduct classes was discussed but will be tabled until we have our website and mobile app are up to date.

Bolingbrook STEM is being promoted by Bolingbrook Park District, ITC will assist as needed.

No further business was discussed. The meeting was adjourned at 8:20pm.