

# MINUTES

## Bolingbrook IT Commission

*Date | time | 08/06/20 7:03 pm Meeting called to order by Jerry Gynac*

---

### In Attendance

---

Commissioners Present: G. Arrington, M. Behrens, B. Dennis, J. Gynac, A. Kapadia, E. McIntyre, S. Mertes, K. Natschke, R. Stork, D. Walker, T. Washington

Commissioners Not Present: L. Anumalasetty, E. Laffoon, S. Walker

Guests:

IT Liaison Present:

IT Liaison Not Present: J. Farrell, R. Ruiz

---

### Pledge of Allegiance

---

The IT Commission rose and recited the Pledge of Allegiance.

---

### Adoption of the Agenda

---

The agenda was distributed to the IT commissioners present.

Minutes of the meeting were recorded by Commissioner E. McIntyre

---

### Approval of Minutes

---

The minutes were reviewed from the July 30th meeting and approved.

---

### Reports of Officers and Executive Committee

---

The prospective applicant for the vacant seat on the IT Commission, Hiram Mantos, could not attend the meeting tonight. He did speak to Commissioner J. Gynac and an invitation was extended for the our meeting.

According to James Farrell, the IT closet in the village basement is now empty. The commission will need to acquire a key to have access.

---

### Content Committee – Gwen Arrington (Chair)

---

Investigating the capability of the VOBITC website to store the village documents and forms during the project to update them.

---

### Advisory Committee – Toni Washington (Chair)

---

A project analysis overview was compiled on village documents conversion effort and shared with commission. Input and feedback from members was integrated into updates and improvements.

---

### Special Events Committee – Diana Walker (Chair)

---

While the village Jubilee has not been canceled, further investigation uncovered that it will be unsuitable for our participation.

---

### Unfinished Business

---

The logo has been updated on the Facebook project page. Need to continue to have all the commissioners join the private Facebook group that was set up. The precedence has been reprioritized to low.

The village form conversion now has a project plan. Further actions need to address training of the teams that will input the effort. The tentative target date for training will be August 13th. Commissioner K. Natschke will try to assemble a comprehensive reference style sheet. Commissioner M. Behrens was requested to create a plan to test the forms. Software licenses have not been obtained from the village, but are integral for progress to continue.

---

### New Business

---

Reviewing the Art's Council digital initiatives, only the website development and maintenance would need our technical knowledge and support.

---

### Announcements

---

---

### Good of the Order

---

---

### Next Meeting

---

Motion to adjourn was made at 7:54 p.m. and was passed unanimously.