

MINUTES

Bolingbrook IT Commission

Date | time | 06/18/20 7:06 pm Meeting called to order by Jerry Gynac

In Attendance

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

Commissioners Not Present: L. Anumalasetty, B. Dennis, S. Walker,

Guests:

IT Liaison:

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 June 4th and May 21st meetings and approved.

Reports of Officers and Executive Committee

It is currently unknown when storage space will be provided by the village. In the meantime, alternatives have become a priority to centrally collect our supplies.

The IT Commission has an email provided by the village, we need to reach out to James Farrell to ascertain the credentials.

There will need to be a review of how to keep equipment clean and improve sanitary practices while doing events and demonstrations going forward.

While remote meetings are satisfying all necessary requirements, the Restore Illinois plan and the situation will continue to unfold. Thus, we will seek further guidance from the village for future meetings.

Content Committee – Gwen Arrington (Chair)

A meeting with the Beautification Committee is required to discuss updating their hosted webpages.

Advisory Committee – Toni Washington (Chair)

N/A

Special Events Committee – Diana Walker (Chair)

The village picnic will proceed, but the IT Commission will help sponsor a scavenger hunt in junction with the Civic & Cultural Affairs Commissions.

Unfinished Business

Continue to have all the commissioners join the private Facebook group that was set up in order to further test settings and continue explore optimal process.

Sustained support of the Beautification Committee imparted meaningful feedback for future success to both for this service and other potential hosting opportunities. There needs to be proper coordination and clear communication so that realistic timelines and manageable expectations are set.

New Business

The IT Commission will pursue the feasibility of converting the PDF forms that the village uses from PDF forms into a digital fillable form. A third party company was developing these, but no longer. Our next step is to find out from each department which are still used and prioritized. The village is willing to supply to Adobe Acrobat DC to assist the effort.

Announcements

Good of the Order

Next Meeting

Motion to adjourn was made at 7:53 p.m. and was passed unanimously.