

Village of Bolingbrook IT Commission Meeting Minutes.

June 29, 2017

The meeting was opened at 7:00 pm.

The commission chair, Tom Fink was not able to attend the meeting. Tom underwent knee replacement surgery on Tuesday 06/13/17. We all wish Tom a speedy recovery.

Jeff Kuhnle, vice-chair was also not able to attend the meeting.

The meeting was opened by Commissioner Jerry Gynac.

The minutes of the meeting were recorded by Commissioner Kapadia.

Those in attendance were:

**Commissioners:**

Jerry Gynac

Anirudh (Rudy) Kapadia

Elden Laffoon

Esther Laffoon

Sean Walker

**Village liaison to the commission:**

James Farrell

**Guest:**

Dominick Guida and Christian Anthony (Village IT Intern)

**Old Business:**

Meeting began with a presentation from Christian Anthony (Village IT Intern) about the Bolingbrook.com website and provided Google Analytics data.

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

Commissioner attendance at the meeting did not represent a quorum. Without a quorum, no business, neither new nor old, could be approved.

We were able to implement the Robert's Rules of Order.

James Farrell to provide a digital voice recorder for meeting notes.

An email to be drafted requesting assistance from commissioners for participation in the Website content and Quality Assurance.

The commission had a table at the village picnic and used this opportunity to introduce picnic attendees to the new Bolingbrook mobile application and the newly redesigned village website. We received positive feedback. We took away some ideas and suggestions for the next event.

James Farrell, IT Director for the village of Bolingbrook, provided the equipment and prizes for the IT display at the Village picnic.

Standard setup for future IT commission participation at public events was discussed.

Commissioner Gynac presented sample options and pricing options. Shirts, Tent and banner.

Contact Village Public Works for Tent.

**New Business:**

Since we did not have any senior leadership present and the 5 commissioners in attendance did not represent a quorum, we were not able to approve any new actions.

All recommendations that came out of this meeting will have to be formally introduced and approved at the next meeting scheduled for 07/06/17.

In the discussion that ensued, the following suggestions were agreed on:

- To address the lack of meeting minutes.
  - The commission needed a designated secretary to record and file meeting minutes in compliance with the guidelines of the OMA. Commissioner Kapadia volunteered that he was willing to take on that responsibility if nominated to do so however due to a work related assignment he is unable at this time.
- Lack of general participation and meeting attendance by commissioners needs to be addressed.
- Future meetings needed to be conducted under Robert's Rules of Order.

The last topic discussed was the commission's mission and charter. The commission was originally created in 1999 to develop and support the village website. Activities were tactical, technical, and specific to the production and support of the village website.

Now that the village website is supported by an outside third party firm, much of the commission's previously defined responsibilities no longer apply. There was general agreement that the commission needed to review and update its mission statement and charter to better align with the needs of the village IT department and the community.

No further business was discussed.

The meeting was adjourned at 8:30 pm.