



# MINUTES

## Bolingbrook IT Commission

*Date | time 03-15-18 | 7:03pm Meeting called to order by Jerry Gynac*

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### In Attendance

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Commissioners Present: J. Gynac, G. Arrington, E. Laffoon, K. Natschke, M. Walker, T. Greathouse, L. Anumalasetty, B. Dennis, A. Kapadia, T. Fink, R. Stork

Commissioners Not Present: T. Washington, L. Cooper

Guests:

IT Liaison: James Farrell

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### Pledge of Allegiance

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The IT Commission rose and recited the Pledge of Allegiance.

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### Adoption of the Agenda

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The agenda was distributed and adopted by the IT commissioners present.

Minutes of the meeting were recorded by Commissioner Kapadia

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### Approval of Minutes

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The minutes were reviewed from the February 15<sup>th</sup> meeting and were approved.

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### Reports of Officers and Executive Committee

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New name badges for the Commissioners that don't have a name badge and Village access badge.

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### Content Committee – Gwen Arrington (Chair)

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Village Board Meeting recorded and indexed successfully by Commissioner L. Anumalasetty.

She has taken some screen shots of the process and will provide it to Commissioner Arrington to add to the work instructions.

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### Advisory Committee – Lawrence Cooper (Chair)

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No Report

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## Special Events Committee – Diana Walker (Chair)

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Briefly looked at the Lands' end catalog and decided on the dress shirt.

Commissioner Kapadia to provide Google Calendar link to Commissioner D.Walker to post internal events or tasks for the ITC.

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## Unfinished Business

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- Indexing BCTV Content, Commissioners to sign up for recording and indexing Board and Planning meetings.
  - Discussed options on promoting the event. VOBITC to sponsor the event.
  - BCTV suggested they do a 30 min segment for VOBITC. We could use the equipment from Fountaindale Library Studio 300.
- Reviewed sample logos for VOBITC graphic logo. To be finalized in next meeting.

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## New Business

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- Cybersecurity seminars will be structured as one per quarter on a subject of interest. Suggestions Included Senior Seminar, Safety and Security for Kids on the internet, record presentation on BCTV to be rebroadcast. The month of October will be Cyber Security Month and the IT commission would develop programs for that. Commissioner Gynac suggested we work with BCTV to record some sessions for On Demand.
- Commissioner proposed that VOBITC take on the Cybersecurity seminar for at least a year.
- VOBITC website to be hosted on hostgator.com servers, which is less expensive that our current host GoDaddy.com
- Bolingbrook Website Updates: James requested the IT commission review and report any errors or issues experienced on the Bolingbrook website and app. He would like the commission to help managing those changes but will wait to make specific request when needed. Fonts on websites for our website.

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## Announcements

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Village IT Director J. Farrell suggested a few changes that were being made to the Village website.

We were informed of an upcoming event May 19<sup>th</sup> Public Works Open House from 11am – 3pm VOBITC to be present.

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## Good of the Order

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Social event for IT Commissioners.

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## Next Meeting

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03-29-18 7:00pm, Board Room

Motion to adjourn was made at 8:22 pm and was passed unanimously.