



# MINUTES

## Bolingbrook IT Commission

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*Date | time* 09-20-18 | 7:04pm *Meeting called to order by* Rudy Kapadia

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### In Attendance

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Commissioners Present: A. Kapadia, B. Dennis, R. Stork, K. Natschke, R. Stork, L. Anumalasetty, T. Washington, E. Laffoon, D. Walker, E. McIntyre, G. Arrington

Commissioners Not Present: S. Walker, J. Gynac, T. Fink

Guests: Steve Mertes

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 A. Kapadia

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### Approval of Minutes

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The minutes were reviewed from the Sept 06<sup>th</sup>. meeting and were approved.

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### Reports of Officers and Executive Committee

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Pathways parade Sept 9<sup>th</sup>. A success.

To use Studio 300 at the Fountaindale Library one must go thru orientation prior to using their equipment.

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### Content Committee – Gwen Arrington (Chair)

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No Reports.

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### Advisory Committee – Toni Washington (Chair)

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Boxcast recording and indexing training was conducted by Commissioner Washington

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## Special Events Committee – Diana Walker (Chair)

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Pathways Parade Sept 9<sup>th</sup>. Successful. Need more candy. No table was setup for ITC in the tent. We need to communicate with the Parade officials ahead of time.

Thank you to all commissioners for their time and effort. Commissioner Arrington for allowing us to use her truck and trailer for the parade.

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## Unfinished Business

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- Layout of the new VOBITC website by Commissioner Arrington
- Mobile app does not format the website correctly. J.Farrell addressing it with mobile app developers.

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## New Business

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- Moving BoxCast from Office to BCTV. Commissioner Rudy to assist J. Farrell with the move.
- James F. to setup an account for Facebook to be discussed next meeting for BoxCast Facebook streaming.
- Alexa training to be pushed out to next meeting.

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## Announcements

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None.

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## Good of the Order

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## Next Meeting

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Motion to adjourn was made at 8:23 pm and was passed unanimously.