

# MINUTES

## Bolingbrook IT Commission

*Date | time | 09/03/20 7:05 pm Meeting called to order by Jerry Gynac*

---

### In Attendance

---

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

Commissioners Not Present: A. Kapadia, S. Walker

Guests:

IT Liaison Present: J. Farrell

IT Liaison Not Present: 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 August 20th meeting and approved.

---

### Reports of Officers and Executive Committee

---

The vacant seat on the IT Commission has been filled by Hiram Matos. He will be a non-voting member until he can be officially sworn in.

Keys have been distributed for the IT storage closet in the village hall basement. One was given to Commissioner K. Natschke while Commissioner J. Gynac shall retain the other. A sign designating the repository will be created.

Nine commissioners have reached the end of their term. Commissioner J. Gynac confirmed their continued participation. Also the commission checked with J. Farrell that it would be possible to swear in commissioners within the next couple board meetings.

---

### Content Committee – Gwen Arrington (Chair)

---

Main page updated on commission website. Links for webinars still need to be added. Fine tuning of file uploading PDFs process will take place.

---

### Advisory Committee – Toni Washington (Chair)

---

Reminded the subcommittee to continue the normal Boxcast scheduling.

---

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

---

The Pathways Parade has been cancelled, thus no additional planning necessary.

---

### Unfinished Business

---

A tentative test plan outline for the village form conversion project was created by Commissioner M. Behrens. The group reviewed it and submitted feedback. The training session for the development team occurred last Thursday, August 27th, and it was recorded for further reference. Numerous next steps were discussed with James Farrell:

- We requested latest version of Adobe Acrobat DC Editable app. James said to submit to him a request with requirements. He will request decision from Mayor. Commissioner J. Gynac will tender the essential information.
- Commissioner T. Washington to submit list of the forms in question that have old trustees, letterhead, and Mayor Claar name to James Farrell, but the final decision will need to be made by Mayor. He will ask the administration for their preference.
- The initial owner of the forms once completely editable will be Ray.
- It's TBD who will do modifications to the editable forms in the future.
- Commissioner T. Washington will coordinate with Ray to upload completed forms on to the Village's shared IMANAGE drive.
- Regular progress meetings will be scheduled by Commissioner J. Gynac with Ray Ruiz on either Tuesdays or Thursdays.
- The Adobe Acrobat DC training will be uploaded to the IT Commission Google Drive by Commissioner J. Gynac.

First web seminar is next Thursday, September 9th. Preparations are ready for dry run and will be recorded. Furthermore, backgrounds should be constant between all presentations. Ideally, the IT Commission logo. List of questions will be developed for Fountaindale Library for the meeting administrator. Good attendance is ideal. There are 75 reserved seats for each session, so everyone can register, attend, and advertise; no Library cards necessary.

---

### New Business

---

N/A

---

### Announcements

---

---

### Good of the Order

---

---

### Next Meeting

---

Motion to adjourn was made at 8:06 p.m. and was passed unanimously.