



MINUTES

Bolingbrook IT Commission

Date | time 02-15-18 | 7:05pm *Meeting called to order by* Jerry Gynac

In Attendance

Commissioners Present: J. Gynac, G. Arrington, E. Laffoon, M. Walker, K. Natschke, S. Walker, T. Greathouse

Commissioners Not Present: T. Fink, R. Kapadia, T. Washington, L. Cooper, R. Stork

Guests: E. McIntyre, B. Dennis

IT Liaison: James Farrell

Pledge of Allegiance

The IT Commission rose and recited the Pledge of Allegiance.

Adoption of the Agenda

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

Minutes of the meeting were recorded by Commissioner Arrington

Approval of Minutes

The minutes were reviewed from the February 1st meeting and were approved.

Reports of Officers and Executive Committee

Jerry reported the proposed budget for the IT commission of \$2750 was approved by the Mayor. He indicated the budget has not undergone final approval but does not anticipate any problems.

Jerry reported that he represented the IT Commission in the Bridging the Gap program and would like to see the commission begin initiatives to begin to promote BCTV more.

May 1st is the start of the 2019 budget. Therefore, Jerry would like to see the commission use funds that are allocated to the commission and currently unspent. Items being researched are new web hosting as well as IT commission shirts and banners.

Content Committee – Gwen Arrington (Chair)

Since the Bolingbrook IT commission will hold sole responsibility of recording and indexing the Village board meetings as well as the Zoning and Planning meetings, Gwen presented a training document to help IT commissioners capture the meeting footage as well as index it and make it available for viewing on the Bolingbrook web page. Gwen briefly reviewed the document and will hold a hands-on training class at 6:30pm on 3-1 before the regular IT Commission meeting. Gwen created an EarthChannel section of the VOBITC one drive to house the signup sheet as well as the training documents presented.

James explained the purpose of the live streaming request and why it is important to the village residents. James also requested commissioners to add additional content to the site as well. IE additional programs from BCTV and sporting events, etc.

Advisory Committee – Lawrence Cooper (Chair)

No Report

Special Events Committee – Diana Walker (Chair)

New Tablecloth required – Diana will determine cost and present to the commission to try to order before the end of the current fiscal year.

Need shirts – Design and order new shirts – Lands’ End is an option to use because the commission has the ability to order individual items versus a large group order. James suggested looking into local options before placing orders externally to support Bolingbrook businesses. Diana will research and determine if a local Bolingbrook vendor can suit the needs of the commission before making a decision.

Would like to order inside stand/Banner - Diana will determine cost and present to the commission to try to order before the end of the current fiscal year.

Unfinished Business

- Indexing BCTV Content – See Content Committee Report
- Illinois Bicentennial/Village of Bolingbrook Social Media Promotion. – Toni Greathouse presented a document to the commission which outlines a coloring contest that will be held to promote the Bicentennial for the state of Illinois. Toni requested the IT commission’s support in the digital and electronic aspects of the program along with social media promotion and presence.

New Business

- 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, A live presentation on BCTV that will be recorded and rebroadcast. The month of October will be Cyber Security Month and the IT commission would develop programs for that.
- 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.

Announcements

None

Good of the Order

None

Next Meeting

03-01-18 7:00pm, Board Room

Motion to adjourn was made at 8:20pm and was passed unanimously.