

Village of Bolingbrook IT Commission Meeting Minutes.

October 5th, 2017

The meeting was opened at 7:00 pm.

The meeting was opened by Chair Jerry Gynac.

The minutes of the meeting were recorded by Vice Chair Thomas Fink.

Those in attendance were: J. Gynac, T. Fink, S. Walker, M. Walker, T. Greathouse, Gwendolyn Arrington, Elden Laffoon, T. Washington.

Those that were excused: Rudy Kapadia, Esther Laffoon., S. Walker L. Cooper

Village liaison to the commission:

James Farrell

Guests:

Dominick Guida

Ron Stork

Reports of Officers:

A. Content – Committee

- a. The content committee continues to develop a communication process for handling fixes and changes to the website.
- b. The content committee continues to develop a directional document detailing a flowchart in which content and or changes can be submitted for the website.

B. Quality Assurance Committee

- a. The committee will continue to work with Site-Improve software to assist the content committee with discrepancies to the website.

C. Special Events Committee

- a. The Committee will continue plans to assist with the S.T.E.M. workshop in January 2108.
- b. The Committee will continue plans to assist with the S.T.E.M event at the Village of Bolingbrook Public Works building of 10/21/17.

Unfinished Business:

- A. 2 minute “elevator pitch” - Village liaison James Farrell is going to send Commissioner Toni Washington the talking points for a 2 minute “elevator pitch” on the village website and mobile app. Commissioner Washington will then use those points to develop a standardized message that we all can use to communicate the value of the website to interested parties at village events.
- B. Recruitment of commissioners - Chair Gynac will take on the task of filling the paper work to have a recruitment message placed on the digital bill boards in town.

New Business:

- A. Commissioner Arrington put together a vobitc.org website. All Commissioners agreed that commissions should maintain their own web site and the vobitc.org website was published.
- B. Commission Chair Gynac requested his own email address with a vobitc.org address to conduct commission business.

Announcements: No Report.

Good of the Order: No Report

Adjournment: 8:30 p.m. next meeting will be 10/19/17

