

Village of Bolingbrook IT Commission Meeting Minutes.

September 21th, 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, T. Greathouse

Those that were excused: T. Washington, Esther Lafoon, Elden Lafoon, S. Walker,
M. Walker, L. Cooper

Village liaison to the commission:

James Farrell

Guests

Gwendolyn Arrington, Dominick Guida

Agenda: We were in compliance with the posting of Meeting minutes and agenda on the IT Commission webpage under Bolingbrook.com for the 9/7/17 meeting.

Reports of Officers:

A. Content – Committee

- a. The commission hosted a content focus group with citizens from the community on 9/14/17 at 6:30 at Village Hall. The objective is to get input on the website and the type of information most use at assist out community. The focus group ranged in ages from 14 to 82 years old. Input for the focus group was discussed.
- b. The Commission has a continued discussion on the need to have a process and pre-approved format in which to submit content for the website.
- c. Discussion was conducted on the need to have site improvement software using Google and or a web crawler support the functionality of the website.

B. Quality Assurance – The Quality Assurance Committee will work with the Content Committee to report all finding related to content that need to be corrected.

C. Special Event – No change / No Report

D. Unfinished Business:

- a. Village liaison Farrell to provide via email a script for commissioners to promote website, mobile app, alerts and recruitment of commission members.

- b. The discussion to implement a drawing contest will be tabled till next meeting.

For the Good of the Order:

- c. Discussion of purchasing an IT Commission Domain Name and to have email access. All present commissions were in favor of this. Item set for status at the next meeting.

No further business was discussed. The meeting was adjourned at 8:15pm.