

Village of Bolingbrook IT Commission Meeting Minutes.

September 7th, 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, M. Walker, T. Greenhouse, L. Cooper

Those that were excused: T. Washington, Esther Lafoon. Eldern Lafoon, S. Walker

Village liaison to the commission:

James Farrell

Guests

Gwendolyn Arrington

Agenda: We were in compliance with the posting of Meeting minutes and agenda on the IT Commission webpage under Bolingbrook.com for the 8/31/17 meeting.

Reports of Officers:

A. Content – Committee

- a. The commission will host 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 will range in ages from 14 to 82 years old.
- b. Discussion was conducted 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 – No Change / No report

- C. Special Event – The Commission will have a vehicle in the Parade for 9/10/17 and pass out flyers and candy.

Unfinished Business:

- A. 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:

- a. 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 8:05pm.