



South Riding

PROPRIETARY

Website & Technology Committee Meeting Minutes February 22, 2021 @ 7:00pm

A meeting of the South Riding Proprietary Website and Technology Committee was convened this day via teleconference due to the Covid-19 situation.

Committee Members Present: Michael Beardslee, Drew Ellis, and Jim Bramnick

SRP and Board Representatives Present: Michael Hardin (Board Liaison), Wendy Taylor, Kristi Felouzis, Laydy Reyes and Bobby Kittel (Staff)

Guests Present: Kevin Lewis (Resident)

Call to Order – Chair, Mr. Beardslee called the meeting to order at 7:01 p.m. and asked if anyone would be recording the meeting.

Resident Comment – None

Approval of Minutes – Mr. Ellis MOVED, and Mr. Bramnick SECONDED to approve the January 2021 minutes as presented. The motion PASSED 3-0-0.

Board of Directors Updates – Mr. Hardin introduced Bobby Kittel, SR's new Communications and Events Manager. Updates regarding the park renovations, Board election, the new Diversity Working Group and the Town Hall pool survey were provided.

Discussion

- IT Management company tickets and updates
- Document retention policy – staff will prepare draft for Committee review at March meeting, then Committee's recommendation and changes will be presented to the Board at their April meeting.
- Website Use Policy – Committee members will review in the next month and provide direction to staff at the March meeting.

Adjourn – Mr. Bramnick MOVED, and Mr. Ellis SECONDED to adjourn the meeting at 7:27 p.m.

Next Meeting: March 15, 2021 @7:00pm via teleconference