



Donovan Richards  
Queens Borough President

## Community Board No. 2

43-22 50th Street, 2nd Floor  
Woodside, New York 11377

(718) 533-8773

Fax (718) 533-8777

Email [qn02@cb.nyc.gov](mailto:qn02@cb.nyc.gov)

[www.nyc.gov/queenscb2](http://www.nyc.gov/queenscb2)

March 23, 2021

Tech Committee Meeting Minutes

This meeting was teleconferenced on Zoom.

Lisa Deller  
Chairperson

Debra Markell Kleinert  
District Manager

### **Tech Committee Members - Present**

Lisa Deller  
Jake DeGroot  
Tannia Chavez  
Morry Galonoy  
Nick Berkowitz  
Anatole Ashraf

### **Tech Committee Members - Absent**

Benjamin Guttman  
Julie Won

### **Community Board 2 Staff**

Debra Markell Kleinert  
MaryAnn Gurrado

### **Agenda items discussed**

1. Google Calendar next steps
2. Zoom capabilities/best practices
3. Digital transformation
4. External outreach - Link NYC

### **1. Google Calendar next steps**

The committee discussed adding clickable Zoom links to the calendar. Mr. DeGroot was able to resolve it and showed the CB2 office staff how to make Zoom links clickable on the calendar. The committee also discussed making continual improvements to the process.

## **2. Zoom capabilities/best practices**

Mr. Ashraf stated that we would continually add to the Zoom housekeeping announcements read at the beginning of full board meetings.

Mr. DeGroot showed instructions on who to save the Zoom chat for CB2 record-keeping.

## **3. Digital Transformation - Digitizing the Newsletter**

The group discussed how to digitize the newsletter. Mr. Ashraf said that whether it's Constant Contact or Mailchimp, there are many tools that can get the job done, but we first need to decide on what the content will be. Mr. DeGroot said we need to separate the technical from the content.

Mr. Galonoy suggested that we should create a Newsletter Working Group with CB2 board members. Ms. Deller agreed.

## **4. External outreach - Link NYC**

The group suggested putting CB2 full board meeting announcements on Link NYC. Ms. Kleinert said the office has done that in the past, and would look into resuming.

The group agreed that Mr. DeGroot and Mr. Ashraf would conduct another CB2 office technology training the week of April 12.

The meeting was adjourned.

Respectfully submitted by:  
Anatole Ashraf