TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION
Special Meeting
October 30, 2023, 7:00 p.m.
Conference Room A
10300 Torre Avenue, Cupertino

DRAFT MINUTES

CALL MEETING TO ORDER
Meeting was called to order at 7:05 pm

ROLL CALL

Commissioners Present:	Mukesh Garg, Eliza Du, Emma Shearin, Rajaram Soundararajan
Commissioners tardy:	Prabir Mohanty
Staff Present:	Bill Mitchell, Chief Technology Officer (CTO)
	Tommy Yu, Infrastructure (IT) Manager

Chair Garg made a motion to move up item no. 5 before item no. 4.
Commissioner Shearin seconded the motion.

Motion passes 4-0.

APPROVAL OF MINUTES
1. **Subject: Approve the September 5, 2023, special meeting minutes.**

Commissioner Shearin made a motion to approve the September 5, 2023, special meeting minutes. Commissioner Du seconded the motion.

Motion passes 4-0.

2. **Subject: Approve the September 16, 2023, special meeting minutes.**

Commissioner Shearin made a motion to approve the September 16, 2023, special meeting minutes with amendment below:

> *change the phrase on page 9 from "five Cupertino High School student teams" to "five high school student teams from Cupertino"*

Vice Chair Soundararajan seconded.

Motion passes 4-0.

ORAL COMMUNICATIONS
This portion of the meeting is reserved for persons wishing to address the commission on any matter not on the agenda. Speakers are limited to three (3) minutes a person. In most cases, state law will prohibit the commission from making any decisions with respect to a matter not listed on the agenda.

   A. None

NEW BUSINESS

   3. **TICC Meeting Calendar through December 31, 2024**

CTO Mitchell referenced the Cupertino Municipal Code meeting requirements for the Commission. The Commission reviewed and discussed the proposed calendar through December 31, 2024.

Chair Garg made a motion to have TICC meet every other month, starting with Jan 2024 on the 1st Wednesday of each month, to be in alignment with a week before Mayor's meeting.

Vice Chair Soundararajan seconded.

Motion passes 4-0.

   5. **Cybersecurity 2023 lessons learned**

CTO Bill Mitchell delivered staff impressions on the Cybersecurity Event and lessons learned:

   (1) Staff did significant amount of work
   (2) Commissioners should not be putting out flyers with City logo
   (3) In future, CTO will listen to request and only approve if there's enough bandwidth and resources
   (4) To maintain impartiality and ethical standards, TIC Commissioners and family members should not be participating in any events that have any prizes.
   (5) Confer with the City Attorney prior to providing any prizes or gifts

   4. **Discuss Cybersecurity 2023 next steps.**

Chair Garg made a motion to apply lessons learned from the Cybersecurity 2023 event, keep the video as is and no further work or dissemination is required.

Vice Chair Soundararajan seconded.

Motion passes 4-0.

STAFF AND COMMISSION REPORTS
    6. Receive update from Mayor's meeting with Commissioners.
Chair Garg relayed it was requested at the Mayor's meeting with the Commissioners moving forward the Chair and Vice Chair positions must rotate attending.

Commissioner Mohanty joined the meeting at 7:54 pm.

    7. Review 2023 and 2024 Activities Calendar
Updates were requested.

    8. Subject: Review Action Items List

    9. Subject: Review Commissioners Report
No reports provided.

FUTURE AGENDA SETTING
Commission requested Staff provide a Drone Overview presentation.

ADJOURNMENT
Chair Garg adjourned the meeting at 8:08 pm.

SUBMITTED BY: APPROVED BY:

_____   _____
Marilyn Pavlov, Commission Secretary   Mukesh Garg, Chair