

IT Area 67 Minutes Monthly Meeting Saturday, 12/21/13

Attendees: Marshall W./Chair; Jackie V./D-40 IT Rep; Dori C./CFC IT Rep; Jeff H./Webmaster; Kyna D./Postmaster

GTM not available due to technical difficulties (no hot spot primary reason).

Meeting opened with Serenity Prayer by Marshall W.

Meeting Minutes from November, 2013 – Marshall W. read.

- November minutes presented, Jackie V. motioned to accept the minutes as read, Jeff H. second – passed.

Webmaster Report – Jeff H.

- Webmaster Backups – Logbook, Website backed up to external file Size: 527 MB.
- Website Postings – 18 postings, mostly flyers and some minutes.
- Spanish Websites – Jeff in process of trying to determine which Spanish Districts, if any, have their own website and if they would like a link to their website to be included within their designated District (s).

IT Review Report – Betsy G. – No report.

Postmaster Report – Kyna D.

- Working on Spam Issue and has talked to Gossamer which doesn't seem to have resolved problem, so might have to do some local filters for each account which will be tedious.

IT Support Report – Donne M. – Marshall reported what he and Donnie had talked about:

- Asset Tags too costly so need to come up with another idea.
- Projector:
 - Epson EX 5210 \$599 (Donnie recommended)
 - Epson Panelight \$499
 - Acer 1240 \$399
 - Marshall will visit store Donnie recommended and purchase a projector to have for our next meeting.

CFC Request – Dori C.:

- Additional e-mail specifically for CFC Correspondence, plus
- Jeff and Dori will corroborate on what other changes need to take place to enhance their website.

Webmaster Request: Jeff H. would like IT Committee to purchase Adobe Pro or something similar to make his work easier.

Due to some key members not being able to attend due to illness and/or weather conditions, etc., the second page of this report is a modified version of the Supplement of Action Items from our November 23, 2013 meeting that we may refer to if we deem necessary to discuss.

Respectfully submitted,
Jackie V. – D-40 IT Rep.

SUPPLEMENT: Action Items
IT meeting Saturday, November 23, 2013

- **Marshall W.**
 - i. Marshall W. said he would try to access Tech Soup and update accounts for IT Committee members who need an access—Marshall W., Betsy G., Donnie M.
 - ii. Committee agreed that Marshall W. should handle any new purchases discussed by Committee in order to use funds before the close FY2013.

- **Betsy G.**
 - i. Betsy G. had spoken with Mark Doobie, who was working on locating and returning the equipment, but he had not reported back to date. Betsy G. will reach out to Mark again
 - a. Betsy G. agreed to ask Mark Doobie if any laptops in Mike's effects are Lenovo when she speaks with him.
 - ii. Betsy G. said Mike's account UID's are general and won't need to change, but she would change any relevant PW's and document/share changes for contingency.
 - iii. Betsy G. agreed to personally renew and be reimbursed for the Mobile Beacon hotspot
 - iv. Betsy G. offered that she will finish clearing her personal laptop ASAP and give to Donnie M. to add to inventory

- **Donnie M. (*Italicized items will be coordinated and completed with Marshall W. before year end.*)**
 - i. Support would take over responsibility for equipment inventory and control.
 - ii. Donnie is continuing to check old laptops, and will be finished to make report at December meeting.
 - iii. *After discussion about new batteries for refurbished laptops, Donnie M. agreed to source said batteries.*
 - iv. *Committee discussed the need for asset tags, and Donnie M. agreed to research and report back on good options for SETA.*

- **Kyna D.**
 - i. filters on the host are working properly. Kyna D. has been trying to get tech support help without success, but she will keep trying.

- **Next Meeting**
 - i. IT Support Guidelines special review session date TBD.