



August 19-20, 2019 Meeting Notes

Monday meeting began at noon EDT and adjourned at 5:00 p.m. EDT.

Tuesday meeting began at 8:00 AM EDT and adjourned at 1:30 p.m. EDT.

FOR ROLLCALL (Committee member/staff/guests in attendance):

MEMBERS ATTENDING	YES	NO	STAFF ATTENDING	YES	NO
Rich Santa, Chair	X		Doug Church	X	
Jason Doss	X		Matt Heer	X	
Bill Holtzman		X	Thom Metzger	X	
Kristena Jones	X		Meagan Roper	X	
Mike MacDonald		X	Dan Whall		X
Aaron Merrick	X		Phil Yanchulis	X	
Jason Michaud	X				
Kyrandgel Rios		X	GUESTS ATTENDING	YES	NO

Old Business:

- ITC discussed making a recommendation to remove the BBS from the Constitution.
 - Rich provided an overview to group. We will submit a timely amendment to the NATCA Constitution by the January 2020 deadline:
 - We will recommend that we delete all references to the BBS in the Constitution, including SRE-2, SRE-4, and SRE-6.
 - Once we delete these references, we can replace it with a general web/social media policy.
 - Once there no longer is a requirement in the Constitution for us to maintain a BBS, the ITC can decide to shut it down. We need usage statistics to make an argument of why we should shut it down.
 - **IOU:** Rich will draft new language and submit it to the ITC for review. He will confirm with Constitution Committee to determine best course of action.

- ITC discussed making a recommendation to add a general Internet/social media policy to the NATCA Constitution by the January 2020 deadline.
 - ITC reviewed a draft developed by Meagan Roper.
 - Group discussed what if any of the proposed draft should be submitted as a Constitution amendment.
 - **IOU:** Group discussed a draft. Rich will coordinate that draft with GC and Constitution amendment.
- Website update
 - Jason and Jonesie provided an update about tagging and page review process.
 - ITC discussed the process for building the rest of the site. Thom said that he had talked to Waldinger about committee members building webpage.
 - **IOU:** Tomorrow, Waldinger will do a demo of the advanced search functionality for the new website. They are seeking to confirmation from ITC that they are prioritizing search algorithms correctly
 - **IOU:** Waldinger will do demo of new website by Roanoke NEB on Sept. 26-27. During this demo, NEB will want to see live working homepages (public and member), selected interior pages, and a functional search.
 - **IOU:** Training to use new site for committee chairs at their meeting in Austin in October
- MalwareBytes update
 - Matt has installed it onto 33 machines. It is working well. Email is approved and ready to to direct the owners of the remaining 55 machines on how to download.
 - Rich arranged for the RVPs in the office today to come in and go through the process.
 - **IOU:** Matt will send out email to remaining folks to finish this installation.
- Update on Synology implementation
 - Matt said the implementation went really well. Hardware seems to functionality to work well.
- Email security discussion
 - Group discussed the recent example of email hacking and what possible security additions could have prevented it. Group also discussed SPAM and whether security additions could prevent it.
 - **IOU:** Phil will research two-factor validation with Rackspace and the possibility of requiring all members to reset their passwords.
 - **IOU:** Workgroup will have a call with Rackspace to discuss what options exist to fight SPAM issues.
- Reviewing SOPs for
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- Office 365

- Extending Demo
- Agree on who should get which license (E1, E3, E5, domestic/international calling plans, etc.)
- Preparing NEB in depth presentation of Office 365 for meeting in Roanoke on Sept. 26-27
- Planning for backend migration, training, rollout
 - Teams (transitioning from Trello, Slack, etc.)
 - Email (transitioning from Rackspace?)
 - Phone system (transitioning from Allied?)
 - Cloud storage (from ShareFile to OneDrive)
 - Conference calls and webinars (from Go-to-Meeting to Teams)
- UnionWare replacement update
- Texting and advocacy solution discussion (Planning for tools that we'll have at our disposal for the 2020 election season)
- Recruiting new members
- IT Tips for NATCA members