



## Notes from June 3 & 4, 2019 Meeting

### FOR ROLL CALL (Committee member/staff/guests in attendance):

MEMBERS ATTENDING	YES	NO	STAFF ATTENDING	YES	NO
Rich Santa, Chair	X		Doug Church	X	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				

### Day 1 - Old Business

Meeting began at 12:30. Rich started meeting reminding group about NATCA ground rules and code of conduct. He said we will be seeking new members, because Curt Howe and Bob Obama have moved on from the committee.

- Rich asked that on the copier on the 5<sup>th</sup> floor we add the addresses to all RVPs to the menu. He also asked that we create a new button to send to the entire NEB from the copier on the 5<sup>th</sup> floor.

**ACTION: Phil said he could do this.**

- Rich asked for a PTRG update. Dan said the system is up and running. He has created 85 sensors for our systems. He hasn't set up the email notifications, but Dan will do that when he thinks it's working perfectly.

**ACTION: When system seems to be working well, those who have listserv and RackSpace contact information will be the initial people who get notifications. We are limiting notifications at this point to email, not texting.**

- Rich asked group to discuss progress and look for ways to expedite the Web project. Dan described the meeting that Web Workgroup had on Friday to discuss a process for migrating the posts and pages from the Joomla site to the WordPress site. The ITC discussed this input further and agreed to the following processes for:
  - Reviewing all current web content (pages and posts) to determine if information is current, looking for redundant/overlapping information.
  - Coordinating with SMEs and committee reps to confirm necessary updates and edits.
  - Tagging posts. Workgroup will tag posts back to Jan. 1, 2017. Older posts will be migrated and tagged as unpublished/archive files. Articles will be divided up for review according to date ranges.

Goal is to complete this review and have all edits done and files tagged by sometime in July, so we can pass these files to Waldinger to build the site.

**ACTION: Jonesie and KY will take the spreadsheet and other materials that Dan has created to organize this process and divide them for review by workgroup members by subject/topic.**

**ACTION: By the end of the week, Waldinger will follow-up with their proposed process for migrating all files from Joomla to WordPress. Waldinger plans to participate in the Workgroup call on Monday.**

- Rich started the group discussion regarding the Office 365 Enterprise edition. Jason then gave group an overview of the product. For the purpose of this discussion, Jason suggests that we only consider including services for NEB, committee leaders, and NATCA staff. Office 365 Enterprise edition includes:
  - Unlimited file storage through OneDrive. ShareFile and Sharepoint have similar security.
  - SharePoint for collaborative work and file sharing.
  - A VOIP phone system with all of the functionality of the existing Allied system that costs \$8 per user per month for PBX and a calling plan that costs for \$12 per user per month for domestic or \$24 per user per month for an international plan.

Jason presented potential costs and compared them to some of our existing services.

**ACTION: Tomorrow, we will be talking to a Microsoft tech rep and sales person tomorrow.**

**ACTION: Tomorrow, Phil will give more information about other possible internet and VOIP service providers.**

- Email issue: Group discussed the problem that a number of people have been having with mail incorrectly auto-filling email addresses. Matt described the research that he has done to explain how these errors have been happening. He showed the recommended solutions that he has gotten.

**ACTION:** Rich asked Matt to work on a tutorial document that includes screen shots from a computer and iPhone.

- Rich asked Matt to update group about the plan for deploying Malwarebytes on the 78 machines that will be getting it. Matt said the easiest way is to send out an email link. He will ask members to uninstall individual copies and then install the enterprise edition.

**ACTION:** Matt will work on drafting a note explaining the process and share that draft with ITC.

- Rich asked Matt to update the group regarding the installation and plan for deploying the Synology system for Time Machine back-ups.

**ACTION:** Matt will work on drafting a note explaining the process and share that draft with ITC.

- The group discussed NATCA's current computer purchasing.

**ACTION:** Rich asked NATCA IT staff to come up with a recommendation for preferred purchasing for laptops and notepads that we can share with local and committee leaders for when they want to make purchases. Matt suggested that we take it a step further and look at centralized buying to take advantage of NATCA's available discounts.

**ACTION:** Rich asked Matt to come up with a recommendation where NATCA will surplus a group of computers every year and purchase replacements annual basis to replace, so we're not waiting for failure to replace them.

**ACTION:** Staff will work with accounting to come up with a current inventory.

- Aaron described efforts that he has been making to research the use of a DocuSign, RightSignature, or Jot form capability for electronic signatures. Jason described how this a goal for the UnionWare replacement. Group described they want to head in this direction for all forms, but it may be necessary to wait for the introduction of the new UnionWare.

First day of meeting was adjourned at 4:15 p.m.

## Day 2 – Old Business

Meeting began at 9:15.

- Phil gave a presentation about his efforts to evaluate costs for Internet providers. He has been talking to an independent consultant who says that we can get a Gbps fiber service from Allied for about \$1400 a month (about \$700 less than we're currently paying for our 100 Mbps service). We might need to upgrade our wireless radio hardware or firewall to realize the true benefit.

**ACTION: Group decided to go with Allied for Gig Internet service. Phil will make that happen.**

- Group held a webinar with Microsoft to discuss costs and features of e3 and e5 plans.

**ACTION: Jason D., Jonesie, Phil, Matt, and Thom will work on a presentation for NEB for their July 2019 meeting. This group will have a follow up with reps from Microsoft (probably at 10 a.m. on Friday, June 14). This presentation should compare costs for Office 365 against Allied voice plans, Rackspace, ShareFile, Trello & Slack, Go-to-Meeting, etc.**

- Rich gave group an overview of the progress with the UnionWare replacement and showed group a demo. Rich said that group in an upcoming call should discuss and start agreeing on what next modules for development should be.

- **ACTION: Jason D. will create a new iCalendar for group.**

Rich said he hopes we can have another meeting before the end of the year. Meeting was adjourned at 12:45 p.m.