

Communications Committee Report to the SWNI Board

November 16, 2011

Last Meeting: October 25, 2011

Next Meeting: November 29, 2011

The committee will start meeting every other month, instead of every three months, starting with November 2011.

New Office Equipment Needs

At the October meeting, the committee discussed what type of computer should be purchased to replace Sylvia's current net top PC computer because it does not have the capacity needed to run the QuickBooks and Adobe software applications that she uses. Additionally, two employees will be added to the office staff, starting in January. The selection of new computers is ongoing.

Website

All pages, including neighborhoods and committees contain current contact information and meeting dates/locations. All committee and neighborhood meetings and events are posted to the online calendar.

Server

The new server will be implemented in late November or December.

SW News

No updates.

Constant Contact email Newsletters

No updates.

Portland Community Media *SmartAccess*

Sharon submitted a Neighborhood Small Grant application for 2012 to hold more workshops. If approved, an outreach effort will be made to include schools and youth participation.

Data Security Policy

The recently approved Document Management Policy will be updated with security level information for documents and electronic files. After approval by the board, this information will then be used in designing a backup and recovery plan.

Report Submitted by Sharon Keast, SWNI Communications Committee Chair