

SWNI Communication Committee Meeting Minutes
Multnomah Center, SWNI Conference Room
January 25, 2011, 7pm

Present: Sharon Keast (Chair), Will Fuller (Schools Committee), Sylvia Bogert (SWNI Executive Director), Payal Razdan (SWNI Outreach Coordinator), Susan Egnor (Homestead), Marcia Leslie (Far Southwest), Peter Seaman (Far Southwest), Wes McMullen (Crestwood) and Michael Kisor (Ashcreek)

The minutes of the last meeting, October 25, 2010 were approved without objection.

New webmasters: Leslie Baird and Jim Ure are new webmasters for Crestwood and Peter Seaman is the new webmaster for Far Southwest neighborhood.

Video Taping of Meetings: Paul Leistner at the Office of Neighborhood Involvement relayed information from the city attorney regarding videotaping of neighborhood association meetings. Neighborhood Association meetings do not have to strictly follow state Public Meeting Laws. The ONI website has information on this. Meeting chairs have authority to prohibit videotaping of a meeting if they consider it disruptive behavior. A person wishing to videotape a meeting should request permission from the chair and attendees. If attendees do not want to be taped, accommodations should be made to exclude them from the video.

❖ Will Fuller will compose a communication on this to distribute to the neighborhood association chairs.

Portland Community Media Grant: The 2010 final grant report was submitted. A grant for 2011 was approved and fully funded for two workshops: *Producing Multimedia for Your Community* and *Framing the Message*.

❖ Sharon will schedule workshops for this summer when days are longer, allowing outdoor filming.

Budget Reductions for SW News: The Finance Committee has requested a recommendation from the Communications Committee on reducing the newspaper expenses for the fiscal year beginning July 2011. The committee discussed options including reducing size of paper, reducing articles to 'teasers' that lead readers to a full article online, eliminating the color, printing fewer times per year and moving to an online paper or newsletter.

❖ Sylvia and Sharon will draft a recommendation using the committee's feedback tonight. It will be presented for approval at our next meeting, in April. Then, it will then be presented to the Finance Committee.

Website Theme: The committee agreed to change the color theme of the website from brown to green.

❖ Sharon will coordinate the theme change.

eMail: The staff eMail accounts will be switched to a free service as a cost cutting measure. It was agreed that IMAP Gmail accounts were appropriate. IMAP protocol is recommended because it will allow access to email accounts from multiple devices. An offsite MX (Mail eXchange) host is recommended for eMail because of the possibility that the SWNI server could be unavailable due to theft, disaster, server failure, etc. This isn't urgent, but will mitigate vulnerability in our setup.

❖ Sharon will set up new eMail accounts, evaluate eMail-hosting services and work with staff to migrate over. Additionally, the possibility of bundling the DSL and voice to reduce costs will be evaluated.

Backups: The current server backup USB hard drive continues to go offline often. Replacing the backup drive may help. The Executive and Ad Hoc Finance committees have requested data backup recommendations. Michael recommends backing up the office PC's to the iMac (via an automated process), then backing up the iMac to both a local HD, and an offsite location (also automated). To economize on bandwidth and/or external storage requirements, the offsite backup would consist of only critical data files, omitting easily restorable files like the OS, applications, etc. Offsite backups should be encrypted. Staff currently uses file sharing between office computers via the network. The committee recommends turning file sharing off and moving shared files to the server as a security measure. This will also facilitate offsite backups for mission critical data files in the future.

❖ Sylvia will provide a replacement hard drive for Michael to try in resolving the current backup drive issue.

❖ Sharon will compose a committee recommendation for backups based on tonight's discussion.

❖ Office staff will turn 'sharing' off for computers and shared files will be moved to the server.

Attaching documents on web pages: Documents should be attached to web pages using the Drupal form rather than moving the document to the server and then linking to it, except for *SW News* newspaper archives.

Move to new location: Sylvia reported that moving the office computers to a new office location went smoothly. Meeting was adjourned at 8:30pm.