

SWNI Communication Committee Meeting Minutes
Multnomah Center, SWNI Conference Room
November 29, 2011, 7pm

Present: Sharon Keast (Chair), Sylvia Bogert (SWNI Executive Director), Susan Egnor (Homestead), Michael Kisor (Ashcreek) and Will Fuller (Multnomah)

Server: Michael, Sharon and Sylvia agreed to implementation during the last week of December. Susan mentioned that grant reports are due then and the office may have several people needing assistance but Sylvia thought it was manageable and still the best possible timing.

Website: Increased use of graphics has improved the appeal of the website. Sharon will work on adding the SWNI logo.

Data Security / Backup and Recovery: Sharon has not yet added data security to the SWNI Document Management Policy. After approval, it will be used to form an offsite backup and recovery plan.

PCM SmartAccess Partnership: Sharon submitted a grant application to continue the Portland Community Media SmartAccess partnership and hold workshops in 2012. If approved, Sharon will attempt to engage middle school youth. Sylvia is concerned about security of PCM equipment stored at the SWNI office and will search for a locking cabinet.

SW News Newspaper: Payal is designing a new advertising brochure for the newspaper. She has researched advertising rates of other newspapers and requests the committee review her data and recommend new rates for SWNI. Rates have not changed since the paper started. This will be on the agenda at the next meeting, in January. Another suggestion was to start selling advertising on the website. Sylvia added that advertising income over a set amount must be reported to IRS.

Constant Contact: A Bridlemile volunteer requested instructions on using the entire page width. Constant Contact defaults to a very narrow width. Sharon will research this. Markham's new chair is interested in starting a newsletter.

Recommendation for office workstations: The current hardware and software inventory was reviewed. The committee also reviewed a hardware comparison (see attached) and discussed alternatives for new equipment to replace Sylvia's net top and add one more workstation to the office. The following workstation arrangements were recommended:

- Sylvia: Replace net top computer with the front desk computer, using Sylvia's current monitor.
- Communications: iMac desktop that includes a monitor with suitable graphics capabilities.
- Office Support: Mac Mini desktop, using the current front desk monitor.
- Payal: No change.
- Leonard: No change.

Susan motioned the committee make the following motion to the board, Will 2nd and it was unanimously approved:

SWNI board approves the following purchases for office employee workstations, with total costs not to exceed \$3,000:

- (1) iMac with 16GB RAM, includes 27" monitor, wireless keyboard and mouse (approximately \$1,800)*
- (1) Mac Mini with 16GB RAM (approximately \$700)*
- (1) External DVD drive (approximately \$30)*
- (1) Rechargeable batteries and charger for wireless keyboard and mouse (approximately \$30)*
- (1) Year of one-to-one Apple training (approximately \$100)*
- (2) Software licenses for MS Office for Mac*
- (1) Software license for Adobe Design Standard suite for Mac*
- (1) Software license for QuickBooks for Mac*

Action Plan: Updates to the action plan were discussed; add workstation recommendation, remove publishing software on all computers, update meeting frequency to every-other month

Meeting was adjourned at 8:56 pm

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Southwest Neighborhoods, Inc
 Communications Committee
 Computer Hardware Comparison

	Dell Inspiron 15R Laptop & Docking Station	Lenovo ThinkPad Edge E520 Laptop & Docking Station	HP p7qe PC Desktop	Compaq 6200 Pro Small Form Factor Desktop	Mac Mini	iMac	Thunderbolt Display and Docking Station
Purchase Price	\$649.99	\$703.12	\$669.99	\$779.99	\$649.00	\$1,199.00	\$999.00
Optical Drive-DVD	0.00	0.00	0.00	0.00	30.00	0.00	0.00
SD Card Reader	0.00	20.00	20.00	20.00	0.00	0.00	0.00
Docking Station	75.00	75.00	0.00	0.00	0.00	0.00	0.00
Annual Expenses	140.00	140.00	140.00	140.00	0.00	0.00	0.00
Life Span (Years)	3	3	4	4	5	5	6
Annualized Expense	\$381.66	\$406.04	\$312.50	\$340.00	\$135.80	\$239.80	\$166.50

Operating System	Windows 7 Home Premium	Windows 7 Professional	Windows 7 Home Premium	Windows 7 Professional	OS X Lion	OS X Lion	****
Processor	i5	i5	i5	i5	i5	i5	****
Random Access Memory (RAM)	6GB	6GB	6GB	4GB	8GB	4GB	****
Storage	500GB	500GB	1TB	500GB	500GB	1TB	****
Screen Size	15.6"	15.6"	****	****	****	21.5"	27"
Display Resolution	****	****	****	****	1920x1200 HDMI/DVI; 2560x1600 Thunderbolt	1920x1080	2560x1440
Speakers	built-in speakers	built-in speakers	sound card - no speakers	sound card - no speakers	built-in speakers	built-in speakers	built-in speakers
DVD	Included	included	included	included	****	included	****
Camera	HD camera	HD camera	****	****	****	HD camera	HD camera
SD Card Reader	included	****	included	****	included	included	****
USB 2.0	(2) USB 2.0	(2) USB 2.0	(8) USB 2.0	(10) USB 2.0	(4) USB 2.0	(4) USB 2.0	(3) USB 2.0
USB 3.0	(2) USB 3.0	****	****	****	****	****	****
FireWire 800	****	****	****	****	(1) FireWire 800	(1) FireWire 800	(1) FireWire 800
Thunderbolt	****	****	****	****	(1) Thunderbolt	(1) Thunderbolt	(1) Thunderbolt
Ethernet/LAN	(1) RJ-45	(1) RJ-45	(1) RJ-45	(1) RJ-45	(1) RJ-45	(1) RJ-45	(1) RJ-45
HDMI	(1) HDMI	****	(1) HDMI	****	(1) HDMI	****	****
VGA	(1) VGA	****	(1) VGA	(1) VGA	HDMI to VGA adapter	Mini DisplayPort to VGA adapter	****
DVI	****	****	(1) DVI	(1) DVI	HDMI to DVI adapter (included)	Mini DisplayPort to DVI adapter	****
Audio in	(1) Audio-in	(1) Audio-in	(1) Audio-in	(1) Audio-in	(1) Audio in	(1) Audio in	****
Audio out	(1) Audio-out	(1) Audio-out	(1) Audio-out	(1) Audio-out	(1) Audio-out	(1) Audio-out	****
Microphone	****	****	****	****	****	Built-in microphone	Built-in microphone