

Technology Committee Minutes May 03, 2005 6:30PM

Attending: Brian Kucharski, Gary Hay, Greg Wheatley, Dave Johnson, Roger Janquart, Bill Ahlstrom, Tom Schneider

EMAIL: technology@stmattoc.org

1. Opening prayer (stewardship prayer). *Tom S. lead prayer*
2. Old Business:
 - a. Web hosting Change over update (Greg Wheatley) *Greg updated group on how the update would happen, and what the state of email was and Fr. Bill's email account. New Calendar would also be available.*
 - b. Review outstanding TODO LIST (Dave Johnson)
 1. *Dave indicated that the last of the headphones were used and requested that onther dozen be purchased*
 2. *One of the printers in the lab pool was not working, request to purchase 3 new ones through Home and School – the 2 remaining good printers would be moved to classrooms.*
 3. *Music licenses of \$1190 for the lab have been requested will go for approval on 5/16 H&S meeting*
 4. *TV and VCR request for 4K room requested will go for approval on 5/16 H&S meeting*
4. New Business:
 - a. New web based help system (Greg/Brian)
Greg gave short update on how it was loaded and Brian requested skills inventory and times available for support issues
 - b. Delegation of Issues Through the help system (Brian)
Brian ran through how the help system will facilitate spreading of duties from only Dave to other committee members
 - c. Help Document issues for transition – New Email etc (Greg)
 - d. Technology Plan Review & Discussion (Dave)
Dave indicated that a Technology plan was created in haste to satisfy an immediate Archdiocese need, but that a comprehensive plan should be developed
 - e. Creation of a perpetual TODO List (Brian/Dave)
It was indicated that the new help system would help create this list
 - f. Home & School Meeting Representation (Brian)
Brian indicated that he would attend and attempt to understand technology committee's representative role
 - g. Other issues: (Group)
 - a. *Tom was looking into creating a Lock Box for access to the Buildings after hours*
 - b. *Dave indicated that the Archdiocese has an account with Dell for computer purchases*
 - c. *Dave informed the group on how he purchases printer cartridges using coupons sent by Office Depot and Office Max*
 - d. *Dave mentioned that there are other options for antivirus software such as an Educational License for Insight through the National Diocese.*
5. Future Meetings:

Meeting will normally be on the 1st Tuesday.
Group agreed to this schedule and the next meeting has been scheduled for June 7, 2005

Proposed Goals for Technology:

To Think about

- 1 year goal for Home & School
- 1 year goal for Administration
- 5 year goal for Home & School
- 5 year goal for Administration