ERICSA Technology Committee
Call Notes
December 10, 2015

Present:
Christine Jennings, Chair
Lara Webb Fors
Terri Nickel Matson
Sharon Pizzuti
Pam Sala
Carla West
Loretta Everett
Pat Quinn

Topics Discussed:

1. Courtland Consulting Proposal for Additional Services
    a. Lara Fors, who had taken the lead on this item, reviewed the list provided the following update: A subcommittee was formed after the committee's November meeting to review the list and make recommendations to the TC
        i. The subcommittee determined there were lots of extra services being proposed with more costs to ERICSA
        ii. The subcommittee went over what we could do ourselves or possibly our contracted services with Melissa Rael
        iii. Separately, Terri Nickel Matson and Carla West met with Melissa Rael, whose contract replaced our contract with Tim Morrison, determined what Melissa could do under her contract that we would not have to pay Courtland to do
        iv. The subcommittee marked up the list provided by Courtland and indicated the following:
            1. Items 3,4 and 5 would be done by Melissa (Corrina)
            2. The subcommittee recommended that ERICSA contract for Item #2, Payment Gateway change from PayPal to Authorize.net (which was recommended by Melissa) and Item #6-A, Program for the existing registration report to display Employer Symposium registration data
        v. The subcommittee also recommended that ERICSA contract with for two hours of website assistance, (Item #8; $65/hr) to allow Melissa to receive assistance from Courtland with the services she will be providing.
        vi. The costs for the three items will be Item #2, $520; Item #6A $260, and Item #8 – 2 hours $130. The total cost to ERICSA will be $910
        vii. Carla West took on the item to refine the conference registration report
        viii. Other items listed by Courtland were determined unnecessary or possibly to be considered at a later date
    b. Terri Nickel gave Carla kudos for the work she did on the registration report

        i. Carla wrote a formula that consolidated 27 different columns into one, which made the report more manageable and useful
        ii. Carla did this without cost to ERICSA
    c. The TC took a vote after reviewing the recommendations made by the subcommittee. The vote was unanimous to forward the recommendations to the EC. Lara took the action item to send an email immediately following the committee meeting since ERICSA was given thirty days from 11/17/15 to accept services stated in the Courtland list. It was also deemed imperative since the programming enhancements need to be started in order for our conference registration via the website to run smoothly.
2. Protocol for ERICSA website posting or amendment
    a. Christine Jennings led this discussion to follow up on an action item from the ERICSA Mid-Year Meeting for the TC to recommend protocol to the EC
        i. The TC agreed on the following recommendations:
            1. For the posting of documents or announcements, a committee chair, after committee approval, should send the document or announcement directly to Melissa and courtesy copy the Technology Chair to facilitate the timely posting of information
            2. For layout changes, changes in the look of a page or changes to the website overall, a committee chair should first send the proposed change to the TC Chair for the committee to review, and then the TC would make the recommendations to Melissa or the EC, as appropriate
3. Website Updates
    a. Pam Sala reported that the write-up on the Fair Credit Reporting Act being passed was sent to Melissa
        i. An email blast will be sent to member next week
        ii. The announcement was not yet posted to ERICSA's LinkedIn page – Carla took the action item to do this
        iii. Pam asked that Christine add the title for the write-up to Melissa (Christine emailed Melissa immediately following the committee meeting)
        iv. Pam reported that as of the committee meeting date (December 10) Michigan and four other states were left to pass UIFSA 2008
    b. Terri Nickel Matson reported that the conference brochure was posted to the website
    c. Pat Quinn reported that the Intergovernmental Improvement Committee would be working with Melissa next year
        i. Pat was working on his assignment to update the introductory blurb by the second Friday in January

Below is a copy of the email Lara sent to the EC immediately following the committee meeting:

The Technology Committee would like to make the following two recommendations:

1) Urgent: The TC respectfully requests that the EC approve the attached Pricing Quote Agreement with Courtland Consulting for the 2 services indicated with an "X" in the box. Those *services are to change to Authorize.Net from Pay Pal for web payments and to create a new component to an existing report that will show Employer Symposium attendees. We would also recommend that in addition to budgeting for these two services, that ERICSA also budget for 2 billed hours of website assistance, (#8; $65/hr) to allow Melissa to have assistance from Courtland with the services she will be providing. We believe time is of the essence, in that we have thirty days to accept from 11/17/15 on the agreement, and also the programming enhancements need to be started so that our conference registration via the website runs smoothly.*

2) Protocol for ERICSA website posting or amendment

a. To post documents or announcements, the TC proposes that a committee chair, after committee approval, simply send those announcements, etc to Melissa directly and cc the Technology Chair person. This will allow submissions to be posted in a more timely manner.

b. To recommend layout changes, changes in the look or composition of a page or the website in toto, the TC proposes that those suggestions first go to the TC chair for committee review, and then the TC would make the recommendations to Melissa or the EC, as appropriate.

Respectfully submitted,

Christine Jennings
Chair, Technology Committee