

TECHNOLOGY COMMITTEE REPORT COVERING OCTOBER 2017

MEMBERS

Links Gina Hatcher (co-chair), Stephanie McGriff, Alicia Stephens, and R. Kirsten Watts (chair)

COMMITTEE MEETINGS

The committee met on October 3 and 17. Topics covered are addressed below.

WEBSITE

The following are website updates requested by committee members that Link Kirsten will ask the webmaster to complete:

- add the visit counter to the Home page as promised in the development agreement
- add date and location of 2018 Spring Fling to Events page
- add facet and committee chair names to About Us page after obtaining chairs' permission to do so

Link Kirsten will add the 2018 Spring Fling information to the internal and external chapter calendars

Link Carolyn will resolve committee meeting conflicts and Link Kirsten will update the internal calendar

Link Kirsten re-issued Dropbox link chapter members can use to use to share pictures for use by the chapter.

Link Kirsten continued work on the user-friendly, step-by-step directions for updating website pages.

TECHNICAL ASSISTANCE PROVIDED TO OTHER COMMITTEES

HHS Facet--Links/AKA Sorority Mental Health Forum, October 21, 2017

October 15: Link Kirsten attended the event venue walkthrough to get a better idea of how best to set up chapter laptop and projector for keynote speaker and figure out placement for audio equipment (Sirius docking station, mobile hotspot) used to facilitate station rotations and presentations.

October 16: Most committee members participated in planning meeting hosted by HHS Facet. We reminded the group to be prepared to bring their own computers, projectors, extension cords, power strips, speakers and any other equipment needed to make their presentations because the event keynote speaker would be using the chapter laptop and projector.

October 21: Links Gina and Kirsten set up the chapter laptop and projector, tested the microphone, set up the other audio equipment, shared mobile hotspot with the Arts facet presenter, and corrected real-time audio/visual problems.

COLLABORATION AND COORDINATION WITH COMMUNICATIONS/PUBLIC RELATIONS COMMITTEE

Link Stephanie McGriff identified Link Stephanie Jordan as the appropriate contact for discussing collaboration. Link Kirsten reached out to Link Stephanie Jordan on October 15 and is awaiting more information.

On October 23, Link Alyce informed Link Kirsten that she did not have Administrator privileges necessary to update the chapter Facebook page from various devices. Link Kirsten updated the Administrator settings on the Facebook page and notified Links Alyce and Stephanie McGriff.

NEXT MEETING

November 6, 2017, 7 PM

Respectfully Submitted by R. Kirsten Watts, Technology Committee Chair, on October 23, 2017