

St. Dominic Technology Committee Meeting Minutes
April 18, 2007, 7:00 p.m.

Present were Tom Rieger, Steve Schuh, John Chovanec, Karen Chaffee, Joyce Sauer, Chris Hugi, Virginia Wanta and Meg Picciolo. March minutes were approved with one change: Software program needed for the print center computer is InDesign, not Pagemaker.

Tom and Meg presented a Technology Funding Policy document to clarify funding criteria that has been followed since the inception of the committee. The committee approved the document and Karen indicated she would address this with Finance for their approval.

Tom and Meg presented an Assessment and Strategic Plan Guidelines document. The document was approved as an overview document for new technology proposals. It was suggested that a questionnaire be included with this document for parties to fill out to assist them in this process. The two documents together would be submitted for consideration and recommendation by the technology committee. A questionnaire will be created.

Joyce Sauer presented information on the smart boards being requested by the school. Reports from teachers that went to St. Mary's Elm Grove to view them in use were included. These are available upon request. There are additional questions that need to be determined. Joyce and Meg will work together to complete the proposal before the next Finance meeting on May 14th in order to get approval before the end of the school year.

Tom and Meg presented an outline for the Technology Utilization Action Plan. The outline was discussed and the committee will work on the first two steps, "Identify current technologies" and "Identify persons/groups to interview" for the next scheduled technology meeting. The committee will be looking to tap into other parish members with specific technology skills and experience to assist in this process through the new time and talent appeal this spring. Meg will contact and assign areas for committee members to work on developing the document to identify clearly our current technologies, what functionality it provides and what ministries and constituents it serves. She will also contact various staff to determine the list of people to interview.

Steve Schuh reported on the current printer/copier implementation. The cost to print the quarterly newsletters in-house, with the increased color on each page, would exceed the bid placed by LPI. Steve indicated that the cost to print these newsletters on the parish color printers is less than half the cost that would be charged by a firm such as Kinko's. He feels the LPI bid is aggressively priced. He recommends requesting a contract from LPI to print the next 4 newsletters at the current quoted price. Other discussion included options to lower internal printing costs, such as alternating pages of color and black and white and utilizing the higher speed, lower cost black and white printers. Karen requested manuals for the printers. Also they would like to be set up to email their accounts. Steve also received a request from Tim Benson for InDesign for Intel based Mac for his personal laptop. The committee discussed and determined that the Music Ministry computer upgraded from last year should provide adequate need for his purposes.

Chris Hugi indicated that SPAM again has increased significantly. He recommends an email add-on for \$190 that will help handle this problem. Teacher computers will be ordered by the end of the month. Chris and Meg met and clarified reassignment of all existing school computers. Karen received the paperwork for the IBM grant.

As there was no further business, the meeting was adjourned at 8:50 p.m. The next scheduled meeting is May 16, 2007 in the school meeting room.

Respectfully Submitted,
Meg Picciolo, Technology Secretary