

## LPS IT Committee meeting 2 June 2010 - 7-10pm

Attendees: Eric Tse, Michelle Gingell, James Cribb, Stuart Palmer

Apologies: Shannon Garner, Brenton Jones

### Summary

Discussion followed the items on list provided via email (items 1.1 to 1.9) with an emphasis on need to simplify the website and upgrade the various modules.

In particular - it was considered that professional upgrades are necessary to ensure the security and integrity of the website.

Concern was raised on limited availability of IT Committee members to spend much time on P&C matters.

### Agenda

1. Discuss items on list
2. Budget 2010
3. Review items from last meeting
4. AOB

### Minutes

<u>Item</u>	<u>Description</u>
1.1	Add SRN to Community Builder so that payments can be tracked by SRN Q's arose on: - No benefit to committees on this change - Who will match existing users to SRN? May not resolve the issue? Action: ET to ask P&C - Does the SRN stay the same every year? Action: ET to ask school - Can the information be sent from CB to Direct One? Action: JC to check
1.2	Surveys for P&C - Survey Monkey ok? - Consensus was that BF Survey Pro not good enough for us, so yes to Survey Monkey - MG noted may need to pay for more than 100 responses
1.3	Wishlists for Allison Hendricks - Structure of wishlists complex to program - IT committee can develop a generic page (say offer up to 3 item codes + quantity)
1.4	Overall usage review - Usage did not increase this year due to Levy - There is a spike due to newsletter (about 80 people)

	<ul style="list-style-type: none"> <li>- Check Analytics for more detail (perhaps year on year comparison)</li> <li>- Website is primarily and successfully used for the following: <ul style="list-style-type: none"> <li>- Payment pages;</li> <li>- News items (however more content is needed);</li> <li>- Newsletter (as link to P&amp;C and school websites);</li> <li>- As brochure-ware for prospective new parents</li> </ul> </li> <li>- Other modules ie. Survey, Coursebookings, Events - not used - Action: needs more promotion</li> </ul>
1.5	Band - 2 extra fields - SP checked - no need for now
1.6	P&C newsletter changes - discussion deferred until BJ back on board. MG suggested making a link to the Notes as well to the bottom.
1.7	Clothing Pool - note included in the final stage of the checkout process to ask for child's name and classroom appears to have resolved, in part, the issue with delivery of orders.
1.8	Logons problem - ET outlined over 10 problems with registrations. MG noted no problem when she tried it. No further action for now.
1.9	<p>Upgrades (long discussion) - <b>upgrades needed to Joomla (security), Virtuemart, Community Builder, VirtueMart, Acajoom, JCE Editor - a lot of new functionality, security updates and bug fixes have been released since these modules were installed.</b></p> <ul style="list-style-type: none"> <li>- ET outlined the length of time and complexity of doing the last upgrade to Joomla (approx. 40 hours including having to restore the site about 15 times) - can be done, but upgrade process is not logical and problems were frequently encountered</li> <li>- Committee was unanimous on need to rely on supplier for upgrades - not enough technical knowhow (or time) to perform upgrades.</li> <li>- ET to check with Robert on how much it would cost to upgrade, and to provide feedback to P&amp;C</li> <li>- MG to obtain second quote</li> </ul>
2	<p>Budget - ET outlined no budget for IT at this point until P&amp;C complete their review on functionality</p> <ul style="list-style-type: none"> <li>- Budget requested was \$500 support from vendor, \$2K upgrades, \$1.5K new functionality</li> <li>- Committee expressed opinion that a budget was necessary for items like upgrades and extra functionality (eg. Surveys) needed by P&amp;C</li> </ul>
3	<p><u>Review of previous items</u></p> <ul style="list-style-type: none"> <li>- Refer to need for upgrades (above)</li> <li>- Modules not used should be removed</li> <li>- Site security - discussion on security for payments pages - no strong concern expressed on level of security - it was felt that Direct One security was sufficient to protect credit card details. Note - we do store personal details (emails, names, shopping delivery details) in Community Builder and VirtueMart and this is transferred</li> </ul>

	<p>to Direct One.</p> <ul style="list-style-type: none"> <li>- Site security - discussion on security of Classified pages - MG mentioned some agreements were made when signing up with Westpac - Acton: confirm with Treasurer that this is ok</li> <li>- Storage of Committee information - ET expressed view that website would not be the place for that - too much to store and equally the effort to upload not worthwhile. SP mentioned some backup software which would be available (eg. Carbonite.)</li> <li>- Classifieds - MG expressed concern not many people were reading Classifieds. Suggestion was made to craft a Classifieds Newsletter</li> <li>- Forms - JC and ET expressed concern that forms were too hard to use and setup - agreed not to use this functionality.</li> </ul>
4	<p><u>AOB</u></p> <ul style="list-style-type: none"> <li>- Agreed strong need to simplify workload on IT Committee given other commitments</li> <li>- Interrelate event - Committee agreed for events (unless special handling required) then it is best to setup a generic page to handle all events (action item)</li> <li>- Committee/Content Manager allocation - no change to current assignments except SG has P&amp;C Exec and MG has STLA/GATS</li> <li>- Profiles - Change process so everyone is Registered only and not allowed to Author. Then change existing users to Registered</li> <li>- School - should Direct One payments be setup? Action: ET to ask</li> <li>- Swimming - discussion was on whether or not we should setup bookings for Swimming - NO! - Action: Advise Swimming Committee that they should continue to use Infraspport (and check with Rugby how much they are paying) - DONE.</li> <li>- LAC - potential to setup payments for LAC - MG advised that they are not keen on that</li> <li>- Link from school website to P&amp;C website - Action: ET to remind school</li> <li>- Next IT meeting - to be held at school with Technology teachers</li> <li>- New convenor - ET expressed need for replacement convenor - 6 months notice provided....no nominations so far.....and yes LEAF is HIPPER than IT. This is a test to see if Michelle is reading this. Update: Yes, she did and the consensus from the committee is that IT is cooler than LEAF.</li> <li>- Other items were indeed discussed but not relevant to IT committee or fit to print!</li> </ul>

### Action items

<u>Action</u>	<u>Description</u>	<u>Who</u>
1.1.a	Feedback comments to P&C. Ask P&C who will match existing users to SRN, does SRN stay the same, what do they want to achieve?	ET
1.1.b	Check CB to D1 interface	JC
1.2	Develop Surveys for P&C	SG

1.3	Wishlists setup	ET/JC
1.4.a	Overall usage - review usage statistics	ET
1.4.b	Website functionality - more promotion on items	ET
1.6	P&C newsletter changes	BJ
1.9.a	Obtain quote from Spellbound for upgrades to website	ET
1.9.b	Obtain second quote from another Joomla supplier	MG
1.9.c	Provide feedback on need to upgrade to P&C	ET
3.a	Confirm Classifieds payment page being outside our security is ok with Treasurer	ET
3.b	Investigate Classifieds Newsletter option to promote Classifieds further	SG
4.a	Setup generic payment page for one-off events	ET/JC
4.b	User profiles - change everyone to Registered	....
4.c	Remind school of need to link school website to P&C website	ET
4.d	Setup next IT Committee meeting	ET
4.e	Find replacement convenor, especially one not so focussed on LEAF	All