

**Portal Steering Committee
Minutes
March 21, 2007**

Present: Olga Lapczak, Daniel Birmajer, Greg Dec, David Drollette, Mary Heid, Heather LaGoy, Kate Philbin

Absent: Kerry Gotham, Mike McGwin, Daniel Norton, Alison Teeter, Jennie Schaff

Sub Committee Updates

Communication – Kate has met with a new account representative at Partners and Napier (Jennifer is no longer at that firm) and progress continues unaffected by the change. We will have a paragraph in the President's April newsletter introducing the portal and Zimbra with a link to a website for more information including training resources, features (gained and lost), FAQ's, device compatibility list, trouble spots, etc.

Zimbra

Upgrade the Zimbra Network Edition was completed on March 19th. Next steps will include convening an e-mail sub committee to address expansion of the pilot and related training and communication. Greg is still accepting additional volunteers and recommendations for this sub committee.

Approval has been received for additional staff hours to conduct training during the summer months.

Additional Items

Field List – Progress continues on identifying the best procedural options to populate the portal with adequate data to accomplish the communication goals. Current thought is to limit the quantity of groups defined within the portal to approximately ten which will provide notification and announcement capabilities only to those broad groups and to create dynamic list serves for communication to more specific sub groups. Details and cost of these processes are being investigated.

Groups and Templates – Due to time limitations, discussion was postponed until the next meeting on Wednesday March 28, 2007.