

Motion by the Northern Illinois Area (NIA) Secretary and Alternate Secretary to purchase two laptops with Microsoft Office Suite and Dragon Dictation Software

Motion

The NIA Secretary and Alternate Secretary make a motion to purchase two laptops with Microsoft Office Suite and Dragon Dictation Software for use in completing the responsibilities of their respective positions. The details of the purpose and anticipated cost of this motion are provided in the following chart.

PPM	Activity	Description, expected outcome and execution guidelines	Example expenses	Reimbursement Guidelines	Projected cost
# TBD	Purchase two laptops with Microsoft Office Suite and Dragon Dictation Software.	The NIA Secretary and Alternate will be able to record, compile and distribute minutes of Area meetings, including but not limited to Assemblies and Committee Meetings.	Requested information from NIA Equipment Committee for previous year's expenses. Recent purchase from 2018 are: 1. \$1,214.71 for Laptop and Software for Electronics' Committee - Motion June 9, 2018 2. \$959.97 for Laptop and Software for NIA Registrar - Motion December 8, 2018	Reimbursement authority: NIA Equipment Committee or designated representative with direct bill or payment by the Area Treasurer or reimbursement according to our NIA guidelines.	\$2,800.00 (\$1,200.00 per laptop with Microsoft Office Suite software and \$400 for Dragon Dictation Software allotted.)

Background

Currently there is one NIA-purchased laptop available for use by the Secretary or Alternate Secretary (the secretaries) at all NIA meetings including assemblies and committee meetings. It is a HP Pavilion dv7 Notebook, from the Pavilion line of laptops that was discontinued by HP in 2012, so it is at least 6 years old. It does not function well and the battery no longer holds a charge. Currently, both secretaries systematically type notes of the activity at Area meetings in tandem to capture as much detail as possible, and work together after the meeting to compile the minutes. The Secretary currently is using a borrowed laptop, allowing the Alternate Secretary to use the Area's laptop. The Alternate Secretary is also tasked with taking notes at the meeting if the Secretary cannot be present; therefore, sharing one laptop between the two secretaries is not feasible. It would also be advantageous to have both secretaries using the same Microsoft Office software version and Dragon Dictation software (see below) on the two new computers.

The minutes are compiled from the secretaries' notes with the aid of the meeting proceedings recorded directly from the microphones. When reports from committee chairs or Area officers are not submitted in writing to the secretaries, the microphone recordings are heavily relied on to correctly report the committee or officer activities. The NIA Service Manual guidelines require that the Assembly and Committee meeting minutes are finalized for receipt by NIA members two weeks after each meeting. Given the current equipment and necessity to review the audio recordings to type the verbal reports when written reports are not submitted as well as discussion and results of all motions, this is requirement that requires a significant amount of time and effort. The Dragon Dictation Software is designed to directly transcribe the audio recording. The secretaries can use the transcription with their notes to complete the meeting minutes saving considerable time over listening to the recording and manually combining their notes with additional content on the recording.

Respectfully submitted,
Bonnie P., NIA 20 Secretary and Christy B., NIA 20 Alternate Secretary