

## 2018 Fall Assembly – Technology Committee Report

**Attendees:** John, Larry, Earl, Michael, Magic, Sarah, Jessica

### **Discussion Points:**

- New Technology Chairperson is Michael, Magic is the "temporary" security expert on the committee and Sarah is the "temporary" secretary of this committee.

- This committee needs to identify and create a mission statement (should include "technology independence")

- Main purpose of this committee being formed was to create a centralized storage for the Area. Centralized storage will help provide consistency in how to access information between the various chair heads, committees, etc. It would also prevent the issue of people storing things on their computer and then having their computer break.

- The committee in previous discussions have attempted to find a platform that can enable the area to have central storage but also to potentially help with cost reduction (GoDaddy charges per email address)

- One ideal platform to use is Google for Non-Profit. This platform has several benefits: first, its free so we can have multiple email address (i.e. secretaryNIA20@gmail - currently pay \$50 per email address). The second is it is widely acceptable - it does not require specific hardware (as Microsoft suite does), the only requirement is to have a web browser (internet explorer, chrome, firefox, etc). Third is security - Google frequently requires multi-faceted authentication (confirming you are you through more than your username and password). Fourth, the Google platform can allow for flexibility of document type (i.e can upload Microsoft word documents, upload Apple word documents or use the Google word documents). Fifth, this would allow future chair-members to have access to previous reports/information (creates a historical archive of information)

- There is a controversy about Google for Non-Profit providing free access to GoogleAds (advertising on Google). Through this Google for Non-Profit, the webmaster can disable this feature to prevent the Area from entering this controversy.

- Security of Google for Non-Profit was also discussed at length and there are a few take away points. First, the Google platform allows for sharing - either via link (anyone with link can access a folder or file) or directly to a

specific email address. There is a risk with the link feature as anyone can forward the link to the documents to their friends and family. However the Google platform would allow the restriction of this feature. Second there is a concern that during rotations, people with past access to folders would have access to all the information still. The committee discussed that to prevent "forever access" an audit of who has access to what folders would be conducted on some regular basis by the Technology committee.

- The next steps for this committee are as follows: 1) Further investigate the Security features of the Google for Non-Profit platform (and explain it in laymen's terms); 2) Provide a recommendation to the Committee for further pursuing Google for Non-Profit; 3) Identify how to set up this central storage area so it does not become a hodge-podge of folders and information