IT Meeting Summary
Thursday, August 16, 2018 (rev. 10.10.2018)
Attendees: Jim, Audrey, Bonnie, John, Dave

The following items and areas of responsibility were discussed:

Dave can provide options for replacing existing anti-virus software.

Bonnie will schedule RecTrac training for May, 2019.

Dave can contact RecTrac to investigate changing the golf course POS system this fall. Please speak with Matt about this and golf membership cards.

~~Greg Camerino, Security Unlimited, will provide pricing for the golf course primary camera repair.~~ *Completed*

The CPU in the Nature Center is ready to go.

Dave will work with Bonnie (and Julie on Thursdays) on brochure coding, enabling B Practical to be a backup and provide troubleshooting of this necessary action.

Dave will work with Ed and staff correcting fob entry issues, and will schedule a meeting with Ed and Bill to resolve concerns. Can we generate options other than Goldy Locks?

Dave will work with Audrey on paper forms as a fillable pdf documents for employment applications. This would be helpful to make available on our website.

We need ISP and SSCI background check accounts setup and training for Nicolette and Matt; Audrey has SSCI information.

Need detailed instruction and training on the following:
- Go Pro camera
- Security cameras – passwords, video and screen shots from primary server-based and older offsite DVR equipment.

John Keenan will contact John Staples to provide step-by-step instruction for the website teacher pages, and Dave can assist in training when established.

Dave will continue to investigate internet backup.

Jim will locate thermostat modems in the ceiling for rebooting.

~~Dave will set up ELC teacher voicemail.~~ *Completed*