

AD HOC TECHNOLOGY ADVISORY COMMITTEE

Meeting Minutes

Date: November 24, 2009

A. Roll Call

Present were Rob Jacobson, Thurston Hanson, Darci Dammen, and Kathi Meier. Also present were Ken Erickson and Denise Bahler.

B. Correction of Minutes

None

C. Business:

1. Discuss with SMG on IT Overview

SMG explained that he will be setting up a backup schedule for the Street Department so it will be backing up files after hours. Ken also announced they will be working their way through departments to make ensure all computers have a username and password. This way they will be able to remote access and complete windows updates. During this process they will also install the new anti-virus software.

2. Discuss the RFP process for the 2011 IT Contract

Rob Jacobson will be typing the list to get started. Department Heads are supposed to be contacting Rob with anything else they would like added.

3. Set next meeting date

Tuesday, December 15th at 10:00a.m.

D. Adjournment

Motion made by Hanson and seconded by Meier. Motion carried.