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ASSEMBLY COMMITTEE REPORT

Committee Tech Web Assembly Memhis, TN
Date October 2016 Expenses _____ Budget _____

Accomplished at Assembly:

1. Discussed MJ's contract – increase MJ from \$100.00 to \$150.00 per month approved with budget.
2. Discussed using different platform than Oovoo. Continue with OOvoo for now but we can revisit later.
3. Agreed that TechWeb should offer video feed of Friday night speakers when they are running for region positions.
4. Discussed getting forms from Bylaws and P&P online with PDF. MJ and somebody from Tech Web and one/two people from Bylaws need to transform forms from physical to virtual; edit them before they go there; and determine who they get submitted to once filled out.
5. T-Mobile hotspot—we can use if hotel WiFi is not sufficient. Michelle spent 12 hours in three weekends to get it to work; connecting but no data flow through the hotspot, outdated equipment so we need a new model; the cost is \$69.00 to \$79.00. Data will cost \$30 for 3 gigabites for 30 consecutive days from minute is activated; convenient. Total need about \$200.00.

6. MJ is moving website Joomla format; four hours expect to spend 6 to 4 more hours; we did not budget for that Board wants to compensate for her time; we need guidance as Tech Web; another budget override;
7. Discussed a draft of a motion for Virtual attendees. Questions: Need to have something in the policies and procedures manual how they will get credentials, and badge and sent the badges; registration COE on file; document signed;

Projected goals for the next period *(indicate who was tasked with each goal)*:

1. Michelle will ask for budget amendment at next assembly for new TMobile hotspot.
2. Barbara will finish the amendment of the Virtual Motion.
3. Michelle will ask the Board how much to compensate MJ for her time. moving website to Joomla. Then Michelle will ask for budget amendment at next assembly for compensation for webmaster's time moving website to new platform.
4. Michelle will complete purchase of Adobe software for MJ to use to transform our region forms to online forms.

Committee Chair: Michelle Dowell