



HEC Board Meeting 12 November, 2016 (duration: 1hr)

Time: 14:00 EDT. (-3 PDT, +5 UK, +67SA, +7 GR & CY)

The outcome of the Meeting is binding and final

Participants: Terry Dritsas, Anna Lawless, Thanos Voudouris, Eleni Bomis, Gus Stamatis, Marios Chinas, Stelios Manias

Absentees: Athanasios Sarantopoulos, Fotini Vasiliou, Nico Michael

Meeting – The meeting was conducted via GoToMeeting with live audio & video shared interface.

Resources:

- HEC Administration: <http://www.greece.org/hec/admin/>
- Board Meeting Minutes (text/audio-video): <http://www.greece.org/hec/admin/minutes/>
- Working documents: <http://www.greece.org/hec/admin/work/>

Agenda (Open Meeting)

Fundraising Team Meeting

Saturday November 12th, 2016 14:00 ET

EC in collaboration with TEAM LEAD Eleni Bomi & Team Members Ioanna Katsavria and Kyriako Kostarelou
Also Andreas Andreopoulos will introduce a new project - cooperation

1. Link to List of Hellenic Organizations
 2. NO Proposals since 2004 - link to internal Fundraising Efforts
 3. Only cover letter and executive summary to be mailed to Hellenic Organizations asking for funding and sponsorship
 4. Who will sign?
 5. Who will mail hard copy?
 6. Items to list in Executive Summary - max 1 page - to be placed online
 - a. Vision
 - b. Mission - lack of innovation and equipment in fulfilling the Mission
 - c. Inspiration and membership - link to members
 - d. Accounting - link to accounting online
(real expenses and future Projects. Banking and problem with Greek banking)
 - e. Summary accomplishments (link to online)
(Stem, wwii, PPA 4, classic Olympics, philosophers, ehk.gr and Greek team, etc plus Discussion Lists)
- The purpose is to have a complete one page executive summary to be mailed to the contacts on the List of Hellenic Organizations asking for financial assistance.
(maybe 2 pages max.)
 - The one page executive summary will have links to the information on the HEC portal.
 - The HEC List has approx. 20 organizations.

Agenda - Previous (Open Meeting)

1. Introductions
2. Earlier than 2pm is better, but we are trying to accommodate Eleni who is working until 2pm. We will further discuss the time of the meeting during the month.
3. Nico explained the database backup and showed us where the files and the scripts are located.
4. Terry brought up the participation issue and discussed methods of expanding the EC, as well as taking action for those who do not have the time to participate.
5. Nico suggested to invite people to work for projects and then, based on their participation, we invite them as observers to EC prior of offering a position.
6. Nico suggested "observers" ... not participating but show much time they have on their hands.
7. Thanos suggested to engage with our members who have expressed interest.
8. Thanos will get a list of people who responded in the requests for Open Positions.
9. Eleni suggested to make our requests and communications at more personal level when we request as to what specific help we need.

The meeting was adjourned after at 3:30pm, one and a half our duration.

Completed (Accomplishments)

1. PPA
 - a. Sent the money (\$2,500)
 - b. Get a letter of acknowledgement receiving \$2,500 from LEX/FEX (outstanding)
2. Wikipedia
 - a. Undeleted and started working towards the approval
3. WWII manuscript release
 - a. Completed and published http://www.greece.org/blogs/scholars/?page_id=2535
 - b. Fb Boost results
4. Databases
 - a. Organize databases, and remove (drop) old ones
 - b. Backup of joomla database each time there is a web content change

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1. Fundraising progress & strategy
 - a. FB and Social media progress
 - b. Need to concentrate on the HEC Executive Summary document and solicit grants
2. Public Relations
 - a. Executive Summary document
3. Servers Security & planning
 - a. Joomla and databases (ongoing)
 - b. Contact Sysnet for a new server
4. EHK.GR website
 - a. Install the new WP Theme
 - b. Engage with Members to find volunteer
 - c. Content needs to continuously being updated
5. Wikipedia (Βικιπεδια Ελληνικά)
 - a. Work on editing and submitting for approval of “Ελληνικό Ηλεκτρονικό Κέντρο”
6. Wikipedia (English)
 - a. Work on editing and submitting for approval of “Hellenic Electronic Center”

Backlog

1. New Server
 - a. Add a new server to use as webserver
 - b. Keep the current one for use only as a mail server
2. Greece.org website
 - a. Content needs to continuously being updated
3. Banking in Greece
 - a. Open a bank account in Greece
4. Philosophy project
 - a. Contact Olivera, define project, coordinate
5. Cyprus Website
 - a. Engage and keep updating
6. Utilize Trelo

Assignments – September 2016:

Anna – listserv support and mail templates

Eleni – Continue administrative support, Lead PR team (Executive Summary document)

Fotini – Update of the Samos project

Thanos – Solicit inputs from EC for best meeting fixed time, Try to start using Trelo again

Stelios – Database support, Get acknowledgement letter from LEX/FEX for the \$2,500 donation

Nico – Databases backup

Gus – Engage with Members to find volunteers for WordPress (ehk.gr)

Terry – Continue with moderating lists

Mario – Engage with Members to find volunteers and keep updating www.greece.org/cyprus/

Thanasis – Βικιπεδία

Jim – Wikipedia

Assignments – August 2016:

Anna – listserv spam for AhepaD5 and other spam issues

Eleni – Continue administrative support

Fotini – Look for donations in Greece for Samos

Thanos – Server website, Wikipedia, Will send a list of databases to Nico

Stelios – Payment to PPA3. Fixed the db – needs to keep a record what and how was corrected)

Nico – Will create a script for backup of databases

Gus – Will work on ehk.gr to find a wp theme

Terry – Forum moderation try to abstain from conversations.....

Mario – Continue to work on Multimedia and Cyprus website

Thanasis – No assignment

Assignments – July 2016:

Anna – spam lists

Eleni – Continue administrative support

Fotini – Look for donations in Greece for Samos

Thanos – HALC coordination for Hagia Sophia, contact Olivera

Stelios – Look for PPA donations in Greece

Nico – Will head a team for MySQL database backup – he will send me list of DBs

Gus – Will work on ehk.gr to find a wp theme

Terry – Continue Forum moderation

Mario – Cyprus website

Thanasis – Find if we can set up non-profit in Greece EHK.GR

Assignments – June 2016:

Anna – update the Tech list

Eleni – Continue working on the donation thank-you letters

Fotini – Look for donations in Greece for Samos

Thanos – HALC coordination for Hagia Sophia, contact Olivera

Stelios – Look for PPA donations in Greece

Nico – Will head a team for MySQL database backup

Gus – Will work on ehk.gr to find a wp theme

Terry – Continue Forum moderation

Mario – Cyprus website

Thanasis – Find if we can set up non-profit in Greece EHK.GR

Respectfully Submitted,

On behalf of Eleni Bomi

Secretary