



HEC Board Meeting 08 April, 2017 (duration: 1hr)
Time: 12:00 EDT. (-3 PDT, +5 UK, +67SA, +7 GR & CY)

The outcome of the Meeting is binding and final

Participants: Anna Lawless, Thanos Voudouris, Gus Stamatis, Nico Michael, Eleni Bomis, Stelios Manias, Ioanna Katsavria

Absentees: Athanasios Sarantopoulos, Fotini Vasiliou, Terry Dritsas, Marios Chinas

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 & Meeting Minutes (Action Items in Yellow/Red)

1. Introductions – Each participants 1 minutes
2. PPA (Leader: Stelios)
 - a. June 16-18
 - b. **Stelios and Gus** will work on the PPA website and add the Press Release letter
 - c. **Stelios** will communicate with PPA to send them the \$1,000 contribution, as per EC resolution. Last time we sent it after the event via PayPal to their PayPal account (Filoproodi enosi xanthis). This time we should send the money now, prior to the event.
3. Fundraising and HEC Executive Summary document (Leader: Eleni)
 - a. **Thanos** will identify a timeline leading to start of Fundraising
 - b. **Eleni and Thanos** will work to finalize the Executive Summary
4. Technical
 - a. **Thanos** is working with Sysnet for a new VM to host the webserver.
 - b. Ehk.gr must be worked on
 - i. **Gus** will install a new theme and make it available to get feedback.
 - c. Content and a team to work on the site
 - d. Update content on main website
5. **Action Items (ALL)**
 - a. **Improve HEC communications with the Forum. Bi-weekly, we should post an email highlighting our activities.**
 - b. **Start producing a Newsletter and publish it at least quarterly**
 - c. **Identify/classify tasks and assign people**
 - d. **Each task lead will produce a monthly report, which will feed into the Newsletter**
6. EC and participation
 - a. Ioanna & Kyriakos were invited. Ioanna attended.
 - b. **ALL EC Members** will look to see if we can identify potential individuals who could join HEC
7. Wikipedia (Leader: ?)
 - a. **Find a person to assign this task (Eleni will ask Kyriakos if he can do this)**
 - b. **Write an article for Greek Herald in NYC about HEC (Who can volunteer for this?)**
 - c. Find legitimate approved links who mention our name
 - d. Trim down our current draft text
8. Meeting Facilitator/Organizer
 - a. TBD
9. Open floor discussion
 - a. Public Relations (PR) (Leader: ?)

Related to Item #3

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. List of Hellenic Organizations (approx. 20 organizations)
 - a. Prepare one page cover letter
 - b. Executive summary to be mailed to Hellenic Organizations asking for funding and sponsorship

2. Who will sign and how
 3. Who will mail hard copies
 4. Use our Street Address as “sender”
 5. Items to list in Executive Summary - 2 to 3 pages - 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
 - 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 Cover Letter & Executive Summary to be mailed to the contacts on the List of Hellenic Organizations asking for financial assistance.
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Agenda - Previous (Open Meeting)

10. Introductions
11. 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.
12. Nico explained the database backup and showed us where the files and the scripts are located.
13. 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.
14. 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.
15. Nico suggested “observers” ... not participating but show much time they have on their hands.
16. Thanos suggested to engage with our members who have expressed interest.
17. Thanos will get a list of people who responded in the requests for Open Positions.
18. 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 – Βικιπεδια

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