



HEC Board Meeting 09 September, 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, Nico Michael, Stelios Manias, Gus Stamatis,

Absentees: Athanasios Sarantopoulos, Kyriakos Kostarelos, Fotini Vasiliou, Terry Dritsas, Marios Chinas, Eleni Bomis, Ioanna Katsavria

Meeting – The meeting is 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/>

The meeting was mainly technical. After the meeting ended at 1:00pm, Thanos Anna and Stelios continue working online for another three hours with the help of Tony (Stelio's friend and expert in Exchange).

Discussions

Thanos & Anna gave an overview of the progress on the new servers:

GreeceSrv01 – www.greece.org – is the Webserver.

- All web content is back online
- In progress of upgrading to latest Joomla 2.5.26 from 2.5.22. After this is done will upgrade to 3.5
- In progress of migrating our main websites from Joomla to WordPress

GreeceSrv02 – hec.greece.org – is the mail server including the listserv

- Anna and Thanos continue working trying to resolve the installation of Exchange

From previous meetings.... Below...

Discussions

Anna- expressed concerns about access and DNS – This issue is yet to be resolved with sysnet.

Thanos – will communicate with new people Ioanna and Kyriako, Athanasios, Fotini

Terry – see if we can add a 3rd director

Eleni – will have more available time to work through the summer – elaborated for work with Ioanna and kyriako

Fundraising – will start the fundraising after we have a solid web access with the new servers

New VMs – According to sysnet we will have the VNs next week

Nico – send meeting invitation to: nico@greece.org

Ideas – All should send new ideas and proposals and get ready to discuss on the next meeting

EC – active/inactive EC members (this is not a disciplinary action)

Greece – see how to approach for providing help to Greece... books etc... find an organization in Greece and initiate cooperation

Agenda & Meeting Minutes of 10Jun2017 (Action Items in Yellow/Red)

1. Introductions – Each participants 1 minute
2. Fundraising and HEC Executive Summary document (Leader: Eleni)
 - a. Tech team will migrate the web to a new server, prior to start of the Fundraising
 - b. All will review and produce the fundraising letter
http://www.greece.org/main/index.php?option=com_content&view=article&id=1235
 - c. Eleni and Thanos will work to finalize the Executive Summary
3. Banking
 - a. Thanos - BofA refunded some of the charges and gave us no-fee checking until Dec 2017
 - b. Thanos - FNBI refunded all the charges and now offer us free checking
4. Technical
 - a. Thanos is working with Sysnet for a new VM to host the webserver.
 - b. Ehc.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
 - 5. Action Items (**ALL**)
 - a. Improve HEC communications with the Forum.
 - b. Bi-weekly, we should post an email highlighting our activities.
 - c. **Start producing a Newsletter and publish it at least quarterly**
 - d. Identify/classify tasks and assign people
 - e. Each task lead will produce a monthly report, which will feed into the Newsletter
 - f. **Put down your ideas and send them to EC.**
 - 6. EC and participation
 - a. Ioanna & Kyriakos were invited to the meeting
 - 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: ?)
 - 10. Open floor discussion
 - a. Nico- Concern about wordpress security
 - b. **Put your ideas and send them to EC.**
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Agenda & Meeting Minutes of 13May2017 (Action Items in Yellow/Red)

- 11. Introductions – Each participants 1 minutes
- 12. PPA (Leader: Stelios)
 - a. Stay in close touch with Dimitri, LEX/FEX for next year
 - b. Assure them of our full support – Stelios is in close contact.
- 13. 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**
- 14. Banking
 - a. Thanos - BofA work on refund and no-fee checking
 - b. Thanos - FNBI work on refund and no-fee checking ***DONE***
- 15. 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. Domains are due for renewal (Thanos & Gus)
 - d. Content and a team to work on the site
 - e. Update content on main website
 - f. Statistics are important
- 16. 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**
- 17. 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**
- 18. 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**

19. Meeting Facilitator/Organizer
 - a. TBD
20. Open floor discussion
 - a. Public Relations (PR) (Leader: ?)
21. Open floor discussion
 - a. Nico- Concern about wordpress security
 - b. Put your ideas and send them to EC.**

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)

22. Introductions
23. 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.
24. Nico explained the database backup and showed us where the files and the scripts are located.
25. 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.
26. Nico suggested to invite people to work for projects and then, based on their participation, we invite them as observers to EC prior to offering a position.
27. Nico suggested “observers”... not participating but show much time they have on their hands.
28. Thanos suggested to engage with our members who have expressed interest.
29. Thanos will get a list of people who responded in the requests for Open Positions.
30. 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