



HEC Board Meeting 10 March, 2018 (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, Stelios Manias, Gus Stamatis

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

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. The meeting ended at 1:30pm.

Discussions

Thanos & Anna gave an overview of the progress on the Mail server GreeceSrv02.

- Exchange is working – IMAP access is available but not OWA.
- Trying to resolve issue with Exchange, not being able to bring up the Web console ECP manager
- Will seek outside help for Exchange
- Listserv is installed and can be accessed via the web but mail cannot be sent/received until Exchange is fixed
- Talked about PPA cooperation and managing the PPA website
- Macedonia page and other content pages need leaders to take over the content of these pages
- HEC Web presence is operational.
- Anna and Thanos will continue working trying to resolve the installation of Exchange

From previous meetings.... Below...

Discussions

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

Past Agenda & Meeting Minutes (Action Items in Yellow/Red)

1. 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**
2. Banking
 - a. Thanos - BofA charges and fees
 - b. Thanos - FNBI refunded all the charges and now offer us free checking
3. Technical
 - a. Ehc.gr must be worked on
 - i. **Gus will install a new theme and make it available to get feedback.**
 - b. Select a WP Theme to use for our WP-based websites
 - c. Content and a team to work on the site
 - d. Update content on main website
 - e. Statistics are important
4. 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.**
 - 5. 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
 - 6. 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
 - 7. 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.
 - 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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Related Items

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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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
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- 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