

OSWG Meeting Minutes December 13, 2011

Location: Oklahoma Department of Libraries
South Conference Room, 2nd floor
200 N.E. 18th Street
Oklahoma City, OK 73105

The monthly meeting of the Oklahoma State Web Managers Group was held on Tuesday, December 13, 2011 at 2:00 p.m. at the Oklahoma Department of Libraries; President, Debra Herlihy, being in the chair. Members in attendance provided introductions. The minutes from the November 2011 meeting were approved.

Vote on Slate of Officers – Dan Hough

At the end of the December OSWG meeting, the current set of officers will end their 2011 terms. The 2011 Officers were presented with service appreciation plaques. OSWG members then were presented with the slate of candidates for 2012 officers. Dan Hough, 2011 President-Elect moves into the position of President for 2012. Brenda Dawes was the sole candidate for the office of Secretary and therefore continues in that role for 2012. Bill Young remains as the OSWG Treasurer. Members were presented with the slate of two candidates running for the office of President Elect: Andy Behrens and Adriana Edwards-Johnson. Candidates were given an opportunity to speak to the group regarding their interest. Adriana was unable to attend the meeting due to a work conflict. Andy Behrens addressed the group indicating his interest in helping to move forward the mission of OSWG. Members voted by ballot, and Andy Behrens was elected President Elect for 2011. Dan Hough thanked the members of the nomination committee for their work. Members were Kristen Gillman and Dana Tallon.

Presentation

Ed Eckenstein, from the Oklahoma State Regents for Higher Education, provided a timely and helpful presentation on strategies to protect your home computer and yourself online. A summary of some of his suggestions and notations include:

- Antivirus is only 40-60% effective. It's still important but other steps must be taken to protect your computer. These include:
 - Update all software to latest versions as these are generally more secure.
 - Migrate from Windows XP to Windows 7 or Mac OS Lion
 - Configure Windows auto apply updates
 - Apply patches to all others software especially, Java & Adobe products. (Java is the most common program that is currently being exploited.)
 - Use a firewall at home and especially on the road.
 - Don't use a login account with administrator privileges
 - Use email safely and be careful of zipped and other attachments,
 - Have a backup and recovery plan just in case.
 - If possible, use a dedicated computer for banking and paying bills, and don't allow anyone else to log onto that computer.

He recommends Secunia personal software inspector which is free for home computer use.

http://secunia.com/vulnerability_scanning/personal/ It will scan your computer and determine if it has the latest patches for all software installed and can be configured to auto update them. It won't indicate if you have malware. He prefers Vipre Antivirus software. One can purchase a license for up to 10 PCs in your home for a modest amount. They have telephone support and will help clean up infections. The

company offered a discount for OSWG members. Enter the code "viprechat" at checkout. A second topic regarding online protection will be offered to OSWG in 2012.

New Business

Debra Herlihy discussed committee memberships and noted that Jan Mauldin would be retiring from the Program Committee. Her position will need to be filled by an OSWG member as well as vacancies in other committees. The program committee is made up of two members plus the President Elect; therefore, the members for 2012 will be: Andy Behrens, Debra Herlihy, and Pam Eisenhour. OSWG members should become familiar with the committees (attached) and can notify the President, Dan Hough, of their interest in committee participation. Committee memberships will be reviewed and renewed early in 2012.

The members discussed if there was interest in holding Web Day at the Capitol again in 2012. Mark Harrison organized the event in 2011 but noted that 14 OSWG members cancelled their agency participation a few days before the event was held. Members discussed a concern with a lack of commitment and discussed ways to renew enthusiasm, commitment and interest in OSWG. Members noted that since the two-day OSWG conference in October, membership has increased. OSWG needs to remain committed in following up that momentum with more activities and should pursue Web Day at the Capitol. Dan Hough announced the executive committee would meet in January to discuss plans for promoting OSWG membership commitment and will then move that discussion to the OSWG monthly membership meetings. Dan also indicated he would work with Mark Harrison to pursue a date for Web Day at the Capitol.

Ed Eckenstein reported that he and Brenda Dawes were able to present to the Oklahoma State Regents for Higher Education Communicators Council where OSWG was promoted.

Michael O'Hasson sends emails to all the new members including instruction for signing up for wiki membership at <https://wiki.ok.gov>. If you experience difficulty call the OSF help desk at 405-521-2444 help desk. Michael O'Hasson informed the membership that the meeting room has the ability to teleconference in members who are unable to travel to the monthly meetings. Dan Hough and Michael O'Hasson also discussed the importance of all members joining the wiki discussion list and using it frequently as a way to answer questions, get assistance, work on initiatives, and keep up with other important state news through OSF and Alex Pettit's blog. We should plan to follow up with members more frequently to ensure they have been able to successfully log onto the wiki. OSWG plans to take time during an upcoming meeting to promote the wiki through hands-on application where all members will get signed up while in the meeting.

Holiday Forum

Bill Young coordinated the yearly holiday forum where attending members have an opportunity to win a gift. Fun was had by all (secretary added her commentary).

Minutes Submitted by: Brenda Dawes, Secretary, Oklahoma State Webmanagers Group, 405-744-5170, Brenda.dawes@okstate.edu

Officers:

Dan Hough, President 2012: dhough@ou.edu

Andy Behrens, President Elect 2012: andy@onenet.net

Brenda Dawes, Secretary: brenda.dawes@okstate.edu

Bill Young, Treasurer: byoung@oltn.odl.state.ok.us

Debra Herlihy, Past-President: dherlihy@osrhe.edu

Oklahoma State Webmanagers Group

The Oklahoma State Webmanagers Group (OSWG) is a community of public sector professionals engaged in the design, production and maintenance of web-based services for Oklahoma's state and local government agencies, as well as higher education institutions. OSWG was founded in 1997 and is sponsored and coordinated by the Oklahoma Department of Libraries (a state agency) for the benefit of other public sector programs. Today, OSWG has over a hundred members who are engaged in the planning, design, implementation and management of web-based information offered to the citizens of Oklahoma.

The membership of OSWG is quite diverse, and includes public information specialists, graphic artists, programmers, web developers, database administrators and persons assigned to positions not even directly related to information technology duties.

Officers

Dan Hough, President: dough@ou.edu

Andy Behrens, President-Elect: andy@onenet.net

Brenda Dawes, Secretary: brenda.dawes@okstate.edu or 405.744.5170

Bill Young, Treasurer: byoung@oltn.odl.state.ok.us

Website

OSWG <http://www.oswg.net/>

OSWG - 2011 Committee Members

Program Committee (2 members + president elect)

The duty of this committee shall be to plan the meeting programs and obtain speakers for the Group. This committee's plans shall be submitted to the Group for its approval.

- ⇒ Andy Behrens, President-Elect
- ⇒ Pam Eisenhour, Corporation Commission, p.eisenhour@occernail.com
- ⇒ Vacancy

Training Committee (3 members + secretary)

The duty of this committee shall be to plan at least two hands-on training workshops during the calendar year, and to submit it to the Group for its approval.

- ⇒ Brenda Dawes, Oklahoma ABLE Tech, brenda.dawes@okstate.edu
- ⇒ Teresa Goggins, Metropolitan Library System, tgoggins@metrolibrary.org
- ⇒ Dusty Teague, OKDHS, dusty.teague@okdhs.org
- ⇒ Kevin Drury, OKDOT, kdrury@ODOT.ORG

Communications Committee (3 members + sponsoring agency)

The duty of this committee shall be to prepare a newsletter to be published at least twice yearly. This committee shall investigate and implement ways to improve awareness in the state about OSWG.

- ⇒ Michael O'Hasson, ODL, digital@oltn.odl.state.ok.us – Sponsoring agency rep
- ⇒ Nickol Davenport, OKDHS, nickol.davenport@okdhs.org
- ⇒ Mark Harrison, Conservation Commission, mark.harrison@conservation.ok.gov
- ⇒ Vacancy

Finance Committee (3 members + sponsoring agency)

The duty of this committee shall be to prepare a budget for the year, and to submit it to the Group at its first regular meeting of the year. The Finance committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote. This committee shall work closely with the sponsoring agency in the furtherance of the goals of OSWG.

- ⇒ Karen Favaloro, DHS, Karen.Favaloro@okdhs.org – Chair
- ⇒ Bill Young, ODL, byoung@oltn.odl.state.ok.us – Sponsoring agency
- ⇒ Andy Behrens, OneNet, abehrens@onenet.net
- ⇒ Vacancy

Special Committee: Social Networking/Social Media Committee

Special Committees shall be appointed by the Executive Board as the Group or the Executive Board shall from time to time deem necessary to carry on the work of the Group. The President shall be ex officio a member of all committees except the Nominating Committee.

- ⇒ Douglas Doe, OSF, doug.doe@osf.ok.gov
- ⇒ Andrew DeCandis, Conservation Commission, andrew.decandis@conservation.ok.gov
- ⇒ Kristen Gillman, Wildlife Dept., kgillman@odwc.state.ok.us
- ⇒ Michael O'Hasson digital@oltn.odl.state.ok.us