

Raymond Phoenix Institute

Board of Directors

Minutes of the Meeting of November 11, 2013

Attending:

Carole Somsel	Present	
Christin Jutt		Absent
Dave Wellenbrock		Absent
Greg Finnegan	Present	
Jan Sherwood	Present	
Jim Lynch	Present	
John Oram	Present	
Ken Mowry		Absent
Robert Hyerle		Absent
Wendi Maxwell	Present	

Wendi Maxwell opened the meeting at 8:00 PM Pacific Standard Time

Agenda Item 1: Change the listserv and website provider as the listserv has been down for over two weeks. . A general discussion ensued regarding:

- The problems we've had in the past with the current provider;
- The amount of work it takes to bring the listserv up;
- The server's inability to provide timely notice that the listserv has gone down;
- Work that Nicholas Carroll has done to relocate the listserv and the website to a new provider.

The Board voted to move the listserv and the website to a server managed by Nicholas Carroll. The listserv is to be brought up on the new server as soon as possible. A notice will be sent to folk on the list serve of problems encountered and actions to resolve them.

Agenda Item 2: Move to a fee-for-service basis for IT services. A general discussion ensued about:

- Costs of such services;
- What we would want from such services:
 - Regular monitoring of the listserv and website and what that might entail;
 - Prompt repair of the listserv if it crashes;
- What form an RFP might take;
- Our ability to write an RFP.

The Board voted to issue a very basic RFP for website and listserv maintenance. The RFP would specify the Board's desire to have monitoring of the website and listserv and prompt attendance to problems with both. The RFP requests bidders to provide:

- What they would do to meet these criteria;
- What the cost for service would be;

- What other services could be provided.

The RFP will be issued as soon as possible. It will have a short turn-around time so that someone can be selected as soon as possible. The RFP will be available to all Raymond Alumni and anyone they may wish to contact about it.

The Board will meet again to assess the proposals received.

Wendi Maxwell closed the meeting at 9:10 PM.

Respectfully submitted,
Jim Lynch
Secretary to the Board