



Website Ad Hoc Committee

April - July 2021

Background Information

- The AdHoc Committee was requested by Christina S and Debi F was the AdHoc Chair from the April 2021 Assembly.
- On the committee was Catherine G, Susan W, David L and Brad H.
- Debi F had to step down as Chair due to work commitments.
- Brad H was asked to be the new chair and Tony W was added to the committee.
- Tony A and David C were added to the committee on June 1st.

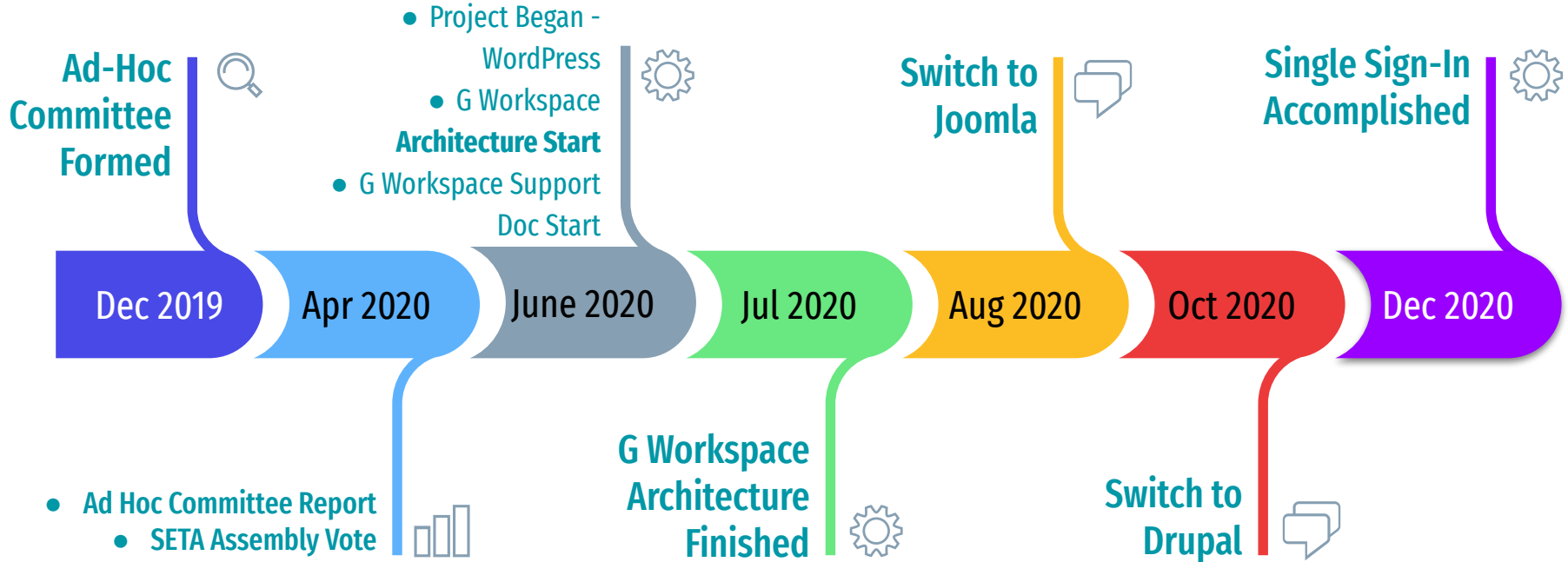
THANK YOU TO ALL WHO GAVE THEIR TIME TO THIS COMMITTEE!



Recent Timeline of the New SETA Website



Timeline: Collaboration Tools - Data Hosting - New SETA WebSite



Timeline: Cont. 2021

- Developer left IT Committee
 - New Webmaster rotation
 - Alt-Web position opened
- G Workspace Support Doc Done
- G Workspace Training Doc Started



Website Stopped
Ad-hoc Committee
Formed



Assembly & Recommendations

- Ad-Hoc Committee Report
- New Tech Sub-Committee



Jan 2021

Mar 2021

Apr 2021

June 2021

Jul 2021
(3 months)

- New Alt-Webmaster
- G Workspace Training Doc Done
- G Workspace Train Class Start - Phase 1



SETA Announce for Tech Help

- 2 new committee members



Ad-hoc Committee (December 2019)

Review SETA Use of IT

Generally what they looked at was Technology used by SETA:

- Website
- Website Hosting
- Email
- Virtual Meetings
- PC's



Ad-hoc Committee - What they found

Website

- Need to Finish new site, ideally with same login as e-mail (not possible with current solution)

Email

- Hosting provider's email system is confusing for some, poor documentation
- Email lists are high maintenance, people don't understand them, poor documentation

Virtual Meetings

- Works well, only one host account, limited to 100 users, adding more would be \$50.00 more per month



Ad-hoc Committee - What they found (2)

Website - two contracts

- Old Windows (static html) Shared website contract, includes current email
- New WordPress dedicated cloud server contract, email an option

Email

- Position based accounts for Officers, Committees, and DCMs
- Email lists - Closed (limited members), Open (District and Committee), and Public (broadcast, like Seta-Announce)



Ad-hoc Committee - What they found (3)

Virtual Meetings

- Zoom used by most committees
- 100 person limit
- \$74.95/yr
- One host account

PC's

- Limited number of PCs, issued to Area Officers
- Windows 10 & Office licenses for Non-Profits
- Separate vendor for Anti-Malware



Ad-hoc Committee (What they found - Need Solutions)

Website

- Website Integration required upfront to minimize work and maximize user satisfaction

Email

- Current email lists functionality is so problematic, labor intensive, and error prone that's it's basically unusable for wide use. Barely functions for SETA-Announce. Hardly any other lists are even used.
- Current email system confuses end users, has poor documentation / help available, and is also somewhat labor intensive

Hosting (Cloud Services)

- We need a common cloud drive storage solution yesterday

Virtual Meetings

- Only one account currently exists for Virtual Meetings



Ad-Hoc Committee - Recommended Solutions

- G Suite for Nonprofits
 - Recommended for common services for SETA
 - Authentication to website, common services
 - Email, contacts, calendar, productivity suite, forms, automation
 - Online meetings, Google Ad Grants
 - Future use - could be used to drive website traffic (Caution for Traditions)
- YouTube Nonprofit Program
 - Anonymity protected Videos - Internal or CPI Committee (Traditions compliant)
- Google Maps Platform Credits
 - We will be using this for our website





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Agenda Items

The following are responses to the Agenda Items presented to the Website Ad Hoc Committee.

Technical feedback is provided for each agenda item and, in interest of time, can be reviewed once the presentation is posted to the website.



ITEM 1

QUESTION: Is the scope of work for the new SETA website too much work for the SETA IT Committee?

TECHNICAL FEEDBACK: Write a website that is integrated with GSuite. We needed a website that would pass the credentials of the user to the website (SSO) to avoid multiple user accounts and passwords. Additional Benefit - secured admin interface to make future support easier (less technical ability required). Example: User registration and group management. SSO was most difficult hurdle has been accomplished by switching to new Drupal Platform. (Reason for delay was the switching to find a workable solution for SSO).

COMMITTEE RESPONSE: The website ad-hoc committee responded no and has determined the scope did not need to be changed. The original scope has already been voted on twice by the SETA Assembly and should remain the same.



ITEM 2

QUESTION: Would it be too much pressure on the IT Committee and Area Committee (Committee Chairs and DCMs) to provide continued training and support of the proposed website with consideration to position rotation? If the IT Committee cannot finish and support the proposed SETA Website, where do we go from there?

TECHNICAL FEEDBACK:

HOW WE WILL SUPPORT AND UPDATE:

- Average of 10 hours a month including the following tasks:
- Applying Sec Patches to OS
- Applying Sec Patches to Drupal
- Maintain Current Version of Drupal Modules
- Maintain Current version of themes
- Interact with IT Review Committee
- Continue User Support if needed
- Monitor Connection with GWorkspace Admin Utilities (includes maintaining the groups)



ITEM 2 (contd.)

QUESTION: Would it be too much pressure on the IT Committee and Area Committee (Committee Chairs and DCMs) to provide continued training and support of the proposed website with consideration to position rotation?

TECHNICAL FEEDBACK:

ADDITIONAL BENEFITS:

- Create administration interfaces so future support will not require advanced technical abilities for both Drupal Website and GSuite/Workspace
- Less support time required for both Drupal Website and GSuite/Workspace
- Makes transition to new support administrator easier for both Drupal Website and GSuite/Workspace



ITEM 2 (contd.)

QUESTION: Would it be too much pressure on the IT Committee and Area Committee (Committee Chairs and DCMs) to provide continued training and support of the proposed website with consideration to position rotation? If the IT Committee cannot finish and support the proposed SETA Website, where do we go from there?

TECHNICAL FEEDBACK:

- Depends on timeline and expectations for completion date
- IT Skills required are now on committee for both finishing and supporting the website.

COMMITTEE RESPONSE: The website ad-hoc committee responded yes and has determined that the IT committee is capable of supporting and making all required updates to the new SETA website. The technical information considered in making this determination has been provided.



ITEM 3

QUESTION: Do we modify the scope to focus solely on updating the look and feel of the site?

TECHNICAL FEEDBACK:

SETA already voted on the scope.

- Requirements for a new website:
- Reverse vote on the previous scope
- Creation of a new adHoc committee
- Another presentation and vote to SETA. (Provided there are not additional questions that need time to be researched)
- Additional time and resources to back out current admin interfaces with Google Workspace
- Create new user registration process
- Requires new planned process for distributed Google Group Administration (Moves all group admin back to IT Committee)
- Requires migration from old to new website



ITEM 3 (contd.)

QUESTION: Do we modify the scope to focus solely on updating the look and feel of the site?

COMMITTEE RESPONSE: The website ad-hoc committee responded no and has determined the scope did not need to be changed. The original scope has already been voted on twice by the SETA Assembly and should remain the same.



ITEM 4

QUESTION: Would it be too much pressure on the IT Committee and Area Committee (Committee Chairs and DCMs) to provide continued training and support of the proposed website with consideration to position rotation?

TECHNICAL FEEDBACK:

- IT Committee entire project plan includes much more thorough documentation and has been done in the past to account for this issue (ex: configuration guides, recorded training classes)
- We have the advantage of setting precedent to account for this specific problem (ex: admin documentation, distributed administration)
- The current committees will train the future committees. If they don't, the IT Committee will be the fallback plan (which we will already have videos and documentations out there)
- Creation of admin interfaces can make admin task easier (see above)
- Current IT Committee workload is not typical. Additional service work hours required to both plan and implement the new website.



ITEM 4 (contd.)

QUESTION: Would it be too much pressure on the IT Committee and Area Committee (Committee Chairs and DCMs) to provide continued training and support of the proposed website with consideration to position rotation?

TECHNICAL FEEDBACK:

- In the future, there will be no migration required from older platforms
- Additional IT Committee members with an increased required skill set have been added.
- CURRENT IT Committee members realize additional service work required and are motivated to take on the extra load realizing the incredible benefits SETA will receive in performing service work.

COMMITTEE RESPONSE: The website ad-hoc committee responded no and has determined it would not be too much pressure to provide continued training for both the IT Committee service positions and members of the SETA Area committee. Several factors were considered in this determination including detailed documentation online, established procedures, training classes and videos, IT Liaisons and the addition of new IT Committee members.



ITEM 5

QUESTION: Conditional on the feedback from all the previous questions, do we hire an outside resource to assist in the deployment and support of the proposed website? How much would this cost? What would be the new timeline for completion?

COMMITTEE RESPONSE: The website ad-hoc committee has determined that the IT Committee is capable of finishing and supporting the new SETA website because several factors have changed. It also determined it would not be too much pressure to provide continued training for SETA members. This makes all of these questions irrelevant so they were not addressed.

