Meeting Information

Meeting Title: AOA IT Committee Meeting
Location: Lowe's Coronado Hotel – Board Room
Date: January 12, 2020
Time: 2:00 pm – 3:30 pm
Purpose: AOA Standing Committee Meeting - Information Technology
The Information Technology Committee will convene for an opportunity to network and collaborate on current information technology projects within the CSU. We will also have a brief update from the Chair and Vice-Chair on the AOA activity during the past year.

Agenda

#	Agenda Topic	Led By	Time Allotted
1.	**Welcome and Introductions** Committee Members introduce themselves: Name, Auxiliary, Role, and what hope to realize from committee participation in 2020 and beyond.	Majid Zahedi Rachel Raynoha	30 minutes
2.	**ISAC Updates** The current AOA IT Committee Chair and Vice Chair are invited to attend CSU Information Security Advisory Council (ISAC) meetings and will report back to the committee.	Majid Zahedi	10 minutes
3.	**2020 Vice Chair Nominations & Selection** **Action item: Committee selects 2020 Vice Chair** Information Technology Committee Operating Guidelines Duties of the Chair and Vice Chair will include the following: *Chair:* • *Coordinate and conduct meetings* • *Develop and coordinate committee work* • *Present annual report to the Executive Committee and at the Annual conference* • *Encourage membership on the committee* • *Attend CSU ISAC – Information Security Advisory Council meetings and report back to committee (new)* *Vice Chair:* • *Prepare agenda and minutes for each meeting* • *Serve as Chair in absence of the Chair* • *Serve as Chair of the Committee upon expired term of the Chair* • *Serve as the IT Representative on the Conference Planning Committee*	Rachel	10 minutes

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	• *Plan one Presentation/Workshop for the IT Committee face-to-face meeting*		
4.	**2020 Meeting Schedule Discussion** **Action Item: Set schedule and publish on AOA website by Feb 1** **Discussion: Any interest in additional in-person meetings/workshop in 2020?** Potential dates to start discussion: • January 12, 2020 In Person - AOA Conference San Diego • March 10-11 or April 6 or 7 – Online Zoom • August 3, 5,10 or 12 – Online Zoom • October 12, 14 – Online Zoom • January 9, 2021 – In Person – AOA Conference Sacramento Information Technology Committee Operating Guidelines *"The Committee shall meet at least 4 times annually. Two meetings will be conducted on-line using a web conferencing tool, one face-to-face meeting, and the final meeting at the annual AOA Annual Conference. Meetings will typically be two hours long. At the consensus of the membership, the face-to-face meeting may have a presentation or workshop. Additional meetings or programs may be scheduled with a consensus of the membership"* 2020 Executive Meeting Schedule • April 17, 2020 – Sacramento, CA • August 21, 2020 – Long Beach, CA • November 20, 2020 – Sacramento, CA • January 9, 2021 – AOA Conference Sacramento, CA	Rachel	10 minutes
5.	**2020 Committee Goals** Discussion around setting 2020 committee goals. Potential goals: • Review and update AOA Information Technology Committee Operating Guidelines • Leverage new functionality in AOA website (communications, document repository, etc.) • Develop documentation to assist with annual transition of chairs and vice chairs • Outreach to all auxiliaries to share mission/purpose of IT Committee and expand membership	Rachel	10 minutes

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6.	**AOA Website Updates** AOA's website managers will share information about upgrades/updates to the redesigned AOA website, including the ability for committee members to learn about group communications, and the ability for committee members, if they have not already done so to create their AOA user account on the website.	AOA Website Managers 3:10-3:30 Time certain	20 Minutes
7.	**Adjournment**		