James G. Clynes
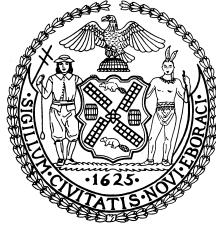**Chairman**

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The City of New York
Manhattan Community Board 8

Technology Committee

CB8M Board Office
505 Park Avenue, Suite 620
Thursday, June 18, 2015
7:00PM

Minutes

In Attendance: Allison Kopf, David Rosenstein, Albert Barrueco, Latha Thompson
Absent: Abraham Salcedo (Excused)

The Technology Committee met to discuss the status of our near-term and long-term priorities. Updates are listed below each task.

Near-term Priorities

1. **Create a shared drive**. Many Board members suggested the need for a system where information from and for meetings is available to the Board earlier and in an organized place. The Technology Committee has recommended the creation of a shared drive where we will store committee meeting minutes, landmarks presentations, and street life applications. Because the drive is a cloud application, these materials will be available to all Board members on any device in real-time. The drive is not mandatory, it is meant to be a tool for Board members. For members who wanted digital packets for meetings, this would also serve as a solution.

    a. *Allison created a Dropbox account and Latha is using to upload meeting documents.*
    b. *The Technology Committee is using the drive currently.*
    c. *The Full Board will receive an email asking if they'd like to opt-in for the next Board meeting.*
    d. *Allison will do a demo for any interested members on how to use the drive once members are signed up.*

2. **Website ownership and maintenance**. The Technology Committee will own and manage technological upgrades to the website. The Communications Committee will still upload CB8 Speaks videos and manage any copy changes.

    a. *Allison will begin rebuilding the website in WordPress so as to make it easier to maintain the website.*

3. **Set up committee emails**. In an effort to streamline applications processes and committee communications, the Technology Committee will set up email accounts for each committee.

    a. *Allison will send around an email to committee chairs asking if this would be useful.*

4. **Getting meetings on other calendars**. Many members recommended reaching out to like-minded organizations and publications to get our meetings on their calendars. Latha has agreed to reach out to local elected officials to see if they will share our meeting information. This issue is a communications issue, and will be deferred to the Communications Committee after this action item is completed.

    a. *Latha will reach out to organizations and local elected officials to see if they will share our information.*

Long-term Priorities
1. **Interactions with the public**. We discussed looking at technology to improve our interactions with the public. One idea was sharing digital committee recordings on the website once meeting minutes are approved.
2. **Using tablets**. We discussed ways to use tablets to improve meeting efficiency. Some ideas were to use tablets for public session signup, secretary recording, vote recording, and more. We will explore how we can use tablets and make a recommendation to the Board.
3. **Tracking Applications**. Many Board members would like to see how applications move through approval or disapproval after we vote on them. We are going to use the shared drive as an interim solution to tracking items. To start, Latha will include updates on disapprovals in the shared drive.
4. **Building database**. We would like to create a database of all buildings and owner information so that we can share postings with the building residents through the building owners. This is a long-term vision, as we'll need help. It was suggested that this could be a project for interns if they are coming board.

    a. *Latha will reach out to the State to see if there is a list of owners' information. We're also asking if there is a Board Member who is involved with real estate who has a list of local owners' information. Once we have a list, we will send notifications to building owners.*

New Priorities

5. **Electronic Voting.** We discussed the possibility of electronic voting. Some members expressed concerns about transparency, but it was explained that (1) vote records would be immediately available and because they would be digitally recorded, we could upload them to the website, which we don't do now and (2) Board Members could request a roll call vote at any time. It was noted that CB11 and CB2 are also exploring electronic voting.

    a. *Albert will reach out to vendors of a simple electronic voting system. They system he began researching consists of a small voting clicker with buttons for yes, no, and abstain. The votes would be sent to a digital recorder.*
    b. *We are asking vendors to come present their system to us at the next Technology Committee meeting and, if we like the systems, we will solicit 3 bids.*
    c. *Latha will reach out to the other Community Boards and the Borough President's Office to see what other boards are doing, how they like it so far, and if they've faced challenges.*

6. **<u>Digital Clock.</u>** We discussed the desire to purchase a large digital clock for public session. The clock would need to be large enough so that speakers could see the countdown.

    a. *Albert will purchase a clock for $100 or less.*

Albert Barrueco and Allison Kopf, Co-Chairs