

Date: _____ Approved: _____

Technology Task Force Minutes
Fourth Floor Conference Room
Tuesday, November 27, 2012, 3:30 pm

There were present:

Satya Rangarajan, Chairman
Stephen Bonadies
Erin Brooks
Linda Lipscomb
Robin Nicholson
Alex Nyerges
Bill Royall

Absent:

Mike Schewel

I. Welcome – Stephen Bonadies

Stephen Bonadies called the meeting to order at 3:35 pm and welcomed the group. Satya Rangarajan introduced the Senior Account Director and Web Strategist for RTS Labs, Erin Brooks, who has generously offered her assistance in this project.

II. Implementation of New Collections Management and Digital Asset Management Systems

Stephen Bonadies reported that responses to the RFP have been received from Gallery Systems/Extensis-Portfolio and Vernon/Piction. He noted that requiring the vendors to propose an integrated solution of the CMS and DAMS is somewhat innovative; historically these systems have been purchased separately, the responsibility for integration falling to the museums themselves. He distributed a detailed outline of the timeline, costs, and those clients being served by each vendor.

Discussion followed regarding an acceleration of the timeline. Bill Royall suggested that our bargaining position would be stronger before the first of the year. Satya Rangarajan noted that all software procurement occurs on the last day of December. In order to shorten the data migration phase, he proposed two options: (1) move all data now and clean up later or (2) clean up 3,000 more records, then move data. Mr. Rangarajan recommended we select the vendor before the winter holidays and complete integration by summer, 2013.

III. Improvements in Content Access

The Task Force discussed the development of a mobile version of the website and it was proposed that a mobile app offered more flexibility

On the implementation of a wireless infrastructure, Mr. Bonadies reported that Entec is evaluating the building plans and should have a firm estimate of the cost for a site survey by November 30 (preliminary estimates between \$4000 and \$5000). The work can begin within 5 days, taking approximately 40 hours to complete. The group unanimously agreed to give the “go ahead” to this project.

In discussing the development of mobile content, Mr. Bonadies noted that the curators have each defined their respective collection priorities. Mr. Royall pointed out the importance of these priorities being “wired” to the strategic plan. Mr. Rangarajan suggested the museum make its own mobile app and agreed with Robin Nicholson that a visitor survey would be extremely helpful in its development. Linda Lipscomb offered the

suggestion that reminders to join the museum, shop in the gift shop, purchase exhibition tickets, etc. be woven throughout the app design. She also believes from a mission perspective that it necessary to be able to disseminate collection related content to our statewide partners. Mr. Rangarajan distributed an initial list of potential features that could be added to the museum's app and requested that staff continue to brainstorm additional features.

According to Mr. Rangarajan, fundraising for the mobile app would have far more appeal than asking for donations to improve the website. Ms. Lipscomb said that she requires specific deliverables to be articulated in order to successfully fundraise for the project.

IV. Other Business / Adjournment

Mr. Royall suggested that Mr. Rangarajan meet with Tom Zydel and Bob Tarren to explore solutions for online membership renewal and other issues with the software. No other business was brought before the Task Force and the meeting adjourned at 4:30 pm.

Phoebe Brooks
Assistant to the Deputy Director
for Collections and Facilities Management