GGPA Meeting Minutes

October 27, 2015

Introduction of Guest Speakers: DeaRonda Harrison

Presentation: Leveraging the Latest Trends in Technology—To Enhance Office Productivity

Peggy Ellis and Matt Park—Sharp Business Systems

* Document: paper driven work processes; Why a change? Productivity and Accuracy
* Imaging: storage of documents; originally note cards and filing cabinets; now electronic, public drives, etc; Why change? Security and continuity
* Collaboration: share and disseminate; originally inter-office memo and face-to-face; evolved into conference calls, emails, video conference; Why change? Reach a broader audience and save on travel and meeting costs
* Network: proactive network management; originally the person with the most computer knowledge; evolved into an IT person; Why change? Budget cuts and too many options
* What are some areas to look for in each “space” to increase productivity?
  + Productivity = money – be good stewards
  + Meetings take time – time = dollars – maximize time and don’t have a meeting just to have it
  + Anything unmanaged has hidden costs – printers, cartridges, paper, pens, etc.
  + Unresolved network problems can lead to downtime for users
  + Use existing resources to increase messaging and brand awareness
* Document – Increased productivity via mobile devices (scan and print from); no longer hunting for a thumb drive; driverless printing – reduces strain on IT; follow-me printing where you print to a queue and then release the print job at the printer – helps reduce waste (green initiatives/go green grants); HIPAA concerns – security of hard drives
* Imaging – ease of access and retrieval of key documents; secure audit trail – who touched what document when; index based smart search vs rudimentary filing cabinet; workflow – digital signatures, approval processes
* Network – increase satisfaction by eliminating on-call IT hours; help specialized IT staff do what they’re best at by offloading “janitorial” work (i.e. server monitoring)
* Mobile Workforce – helps create cost savings of time, space, and furniture costs
* Collaboration – video conferencing and collaboration; training and development; digital signage (donors like to see their names on the wall); multipurpose signs for both customers and employee content
* Types of screens: video walls, classroom custom mounting, video wall with a scoreboard, kiosks (add a donation link on the screen)
* NJPA (National Joint Powers Alliance), [www.njpacoop.org](http://www.njpacoop.org); discounts on products offered by Sharp
* Whiteboard Demo – screen comes in 60”, 70”, and 80”

GGPA Chapter Business

* Last month’s minutes approval
  + Motion: Charles Alford
  + Second: Lonnie Smith
* The GPA National Conference is next month in St. Louis
* The national conference is in Atlanta in 2016. We are about to begin planning. If you would like to be involved, email [info@ggpa.org](mailto:info@ggpa.org)
* The Every Chapter Challenge ends October 31.
* Treasurer’s Report: We gained $125 in membership dues. GPA is changing the way chapters handle their money. It will be centralized through the national office, which will make it easier for chapters. It will begin at the beginning of 2016. GPA is making the changes because some chapters are structured differently, GPA handling the money will be easier, and they will be in compliance with the law. Any money our chapter makes will be sent to GPA, and they will pay vendors. Currently do not know if they will take a percentage for administrative costs.
* GGPA is donating a fitbit as a silent auction item for the national conference.
* If you know of any job openings, please email [info@ggpa.org](mailto:info@ggpa.org) and we will post to the website.