

EDUCATION ADVISORY BOARD
Minutes of the Meeting
February 23, 2022

In attendance: (In person) Chair Chun Majahan, Gina Chandler, Kirk Englehardt, Ellen Kay, Jena McClure, Howie Sorkin, **(Virtual)** Helen Cohen, Dr. Maribel Del Rio-Roberts,

Absent: Monica Schlosser,

Guests: Michael Cobelo, (Virtually): Danielle Rau, Eric Kahan, Jonathan Lopez, Commissioner Howard Meltzer

Meeting was called to order by Chun at 6:08 pm.

Howie tried to get in touch with the second vendor (Air Table). They misunderstood and never got back to Howie so they will not be presenting.

Minutes from January 26th, 2022, need to be approved. Motion to approve was made by Gina and seconded by Jena.

The first presentation is Catalog-It: Danielle Rowe.

They are a modern cloud-based system that catalogues your collections. It is available anywhere there is internet access.

You open to all your entries in a thumbnail. You can scroll through and see your artifacts. You can also open a list view. You can attach as many images as you want to your entry, include descriptions, zoom in and out.

Everything is stored in the cloud but can also be downloaded directly to your device.

In the person profile, you can create relationships between related people to connect them in their profiles. You can navigate relationships between people and objects as well and see all the relationships together.

The program works on IOS and Android. It works on any mobile device. You can add images and can edit the image within the program.

There are subcategories that are tailored specifically to that category, such as jewelry, books, etc. The classifications are built into the system, and we would not be able to add a classification. The company does not usually do tailored classifications; however, they have a lot of classifications, and we can probably find one to meet our needs.

Kirk stated that many of our items are newspaper articles. Chun is concerned that there may be not a category for newspaper articles, but there is a publication classification that would be good for newspaper articles. There are many options for publications.

They recommend we open a free account for 50 entries so we can try it out. The person who is publishing online may not want to put all the information about the artifact online, just certain aspects.

Question: Can an outside person put something on the site? We would not be able to authorize every user to access the site for publishing. Can a High School student publish something if they are not an authorized user?
You must be an authorized user to publish onto the site, but the high schoolers can go in and add to what is published. We can create an account for volunteers/highschoolers.

The Catalog-It Hub allows you to be able to publish folders. You can edit, sort, etc.

Technical support is included with the subscription. The best way to reach them is by email. Response is usually within an hour. There is also a section with articles that help with support. There is a video that gives information about how to use the program as well. If we need to talk to someone, they will schedule a google meet and share screens to answer questions.

Pricing is available on the website. (\$779 per year) A free account can be created for 50 entries to get the feel for the program. There is a small, medium, and large. There is annual and monthly pricing, monthly is 20% more expensive. You can purchase more gigabytes or additional users. There are add-ons for additional pricing as well if we need the additional things.

If we need to boost users temporarily it is \$6 per month or \$60 per year per user.

If we add additional users, can we track the users? Yes

Live web link: We can embed You Tube videos onto the site (any live videos)

Can a form be imported into a personal profile for a person to fill out? No, a person can not fill in a form on the program. You can load a PDF.

They will create the free account by sending an email.

Second presentation is Collector Systems: Eric Kahan

It is a cloud-based system. They have many cities and private clients. They are all about privacy and security of your data. They are into making sure the data is very secure. They want to make sure that if everything disappears or gets hacked, it is recoverable.

There is a management portal and the public side, and they want to make sure the management portal is secure. They recommend that everyone have their own login on the management side so it can be monitored.

There are two different views, a lightbox view, and a grid view. There are categories that things can be sorted by. They provide unlimited free support and training so everyone inputs data the same way.

There are areas we can define our own lists to maintain data integrity. There is a lot of depth if you need it. They only display what you want them to see so there is no empty space. There is an MP3 and MP4 system built in. Updates are maintained so you can see where something came from, who moved it, etc.

There are data points that will aid in research built into the program.

The programs can handle collections as well. Objects can be added to collections as well as removed from the collections. The program also documents who loaded, who removed when it was loaded or removed, etc.

There is a system to locate the items in the files which is part of the program.

The program can be used on IOS and Android and has a Zoom feature.

There is a full import facility. It has a spreadsheet that has an initial format, but they will help customize it.

We can see who has logged in, from where, and even see individual people who have logged in and what they have done.

They back up data every 15 minutes. The data is VERY secure. It is backed up for 35 days in 15-minute increments in 3 different geographical locations.

The power must be there to browse and search. It is highly encouraged to control what information the public has access to. We would have control of that. Also, when we have students accessing as users, they are given permissions. So, they can see only what we want them to see.

If we do not purchase the API, there is a gallery. We can create our own group of objects to show the public and display it on the gallery. There is a link that would take the public to the gallery.

Pricing and add-ons:

Administrative users are \$85 per user per month. All volunteer student users will be free.

Live help is available. We can call them, they have a support portal, and they recommend training from the company. Training is free. They will train as much as we

need. They would provide group training sessions for the students and follow up sessions as needed.

There is no limit on the number of objects you can have. They start us with 10 terabytes, and then we can pay for additional terabytes. There is a \$40 extra fee for an extra 250 gigabytes. We can have a trial to see what it is like. They will load 10-20 of our objects on the system so we can see objects that we can relate to.

The next presentation (Gov Office) will be tabled until the next meeting due to time constraints.

The EAB Founders Day Celebration is March 12. There is a float the teachers ride on. We used to participate in Founders Day by making baskets and raffling them off.

At this time, we still have our full budget and at the next meeting we will decide how to use the money (\$4000)

With Gov. Office there will be a startup cost because they do not have the format we are looking for. Michael will investigate billable hours for the Cooper City workers to see if it could work for us.

Monica was online but needed to leave the meeting at 7:30 pm.

There has been some talk on Facebook about the senior parade, that people really liked it and will miss it if we don't do it, but we cannot do it this year due to time constraints. We may be able to consider an event to celebrate the seniors other than a parade to celebrate them. It is still good information for us to know.

Chun suggested a catered buffet for the teachers. Chun knows companies that would do free lunches for teacher (Bento Boxes). We don't want to look like we are supporting a particular company.

Chun would like us to first prioritize what projects we would like to support with our funds.

Discussion was had about the date of the next meeting, which is scheduled for March 23. This corresponds with Spring Break. Chun made a motion to change the date of the next meeting to cancel the meeting on March 23 and reschedule to March 30th. Jena seconded. The vote was unanimous in favor.

If the museum is not paid for by us, will the city pay for it, or will it go to another board? This is something that will not end, because there are annual fees, etc.

A motion was made to adjourn the meeting by Chun and seconded by Gina. Meeting was adjourned at 8:21 pm.

Next meeting: Next meeting will be Wednesday March 30, 2022, at 6:00 pm.

The foregoing minutes were respectfully submitted by co-Secretary Ellen Kay and approved by Chairperson  on date 3/25/22