



League of Women Voters of Honolulu Education Fund, Inc.

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CALL TO ORDER: A special meeting of the Board of the League of Women Voters of Honolulu Education Fund to discuss League's "Technology Upgrade Project" was called to order at 10:00 a.m. on Tuesday, January 30, 2007, in the League office.

MEMBERS PRESENT: Jean Aoki, Arlene Ellis, Helen Griffin, Robin Loomis, and Suzanne Meisenzahl.

Suzanne Meisenzahl submitted a proposal that would add three new Hewlett-Packard personal computers (\$2,100), three new telephones (\$900), Word software (\$1,200), delivery charges (\$120), firewall (\$80), Miscellaneous (\$400) for a total of \$4,680. Monthly costs are estimated: fax machine connected to Hawn Tel (\$60), DSL line or Internet Connection (\$40), ISP line (\$25), phone lines (\$90) for a total of \$215.

All costs have increased since the first proposal was submitted, and the original quote did not include the software cost. The installation will be done by Jonathan Spangler and Carolyn Haley, Pres/Vice Pres of Upena Systems, Aryn Nakaoka, Pres. Of Tri-Net Solutions, Steven Trussel, Jona Lyn Sing, and Meisenzahl who has worked with them in her former business. The new computers will be located at the front reception desk, Arlene's desk, and Annie's old desk. The DSL line will run off the fax machine. Any computer equipment will be located there. Four lines from there will connect each computer and one line to split between the two Mac computers. They will be on the network.

On Friday, February 23, the team will wire the office to install phones, connect to the internet, network computers, install computer software and be ready to begin training Leaguers on Monday, February 26. Upena Systems and Tri-Net Solutions are both located downtown, close by to assist in the initial stages as needed, and they will maintain the system. Their installation and set-up fees have all been waived, but it was suggested that they keep track of their time assisting a nonprofit, and they may be able to use this as a tax deduction.

The new e-mail address will be followed by @lwv-hawaii.com. Each person who wants one can have an e-mail address on the system with his/her own password for privacy. Many questions were asked regarding the increase in costs. Arlene Ellis pointed out that we have only \$26,000 in our Merrill Lynch account that can be used for office expenses. Because our rent may go up drastically in May when our current lease expires, this money won't last long. There is the chance that we may have to find other office space, but Meisenzahl doesn't think this will happen. After much discussion, Helen Griffin made a motion seconded by Robin Loomis to accept the proposal with modifications to lower costs when possible. The motion passed unanimously. The meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Robin Loomis, Secretary

Edfund5:01/30/07

January 30, 2007

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League of Women Voters
Special Meeting - Education Fund

AGENDA

Technology Upgrade Project

One Time Only Costs

Firewall - <i>router</i>		\$ 80.00
Computers \$700. x 3 ✓		2100.00
Telephones \$300 x 3		900.00
ISP connection (50% reduction)		25.00
Word software \$400 x 3 (2)		1200.00
Miscellaneous		400.00

*delivery charge \$120
month \$200 (prob. net)*

*market
side of market*

TOTAL

~~\$ 4705.00*~~
4680.00

3500

Monthly Costs

Fax machine connected to Hawn Tel		60.00**
DSL line or Internet Connection		39.99
ISP line		25.00
Phone lines \$30 x 3		90.00***

*150
1007*

*Misc
lunch
diner*

TOTAL

\$ 214.99

100 - 14.00

*ACTUAL COST 2667.45
473.19
\$3140.64*

* We have just received an e-mail from Hewlett-Packard asking for a copy of our 501 c3 and any tax exemption paperwork and they will set us up for special pricing.

** This is a cost we should already be paying. I need to double check with Malia.

*** At least part of this is a cost we are already paying but again, need to check with Malia.

Our original quote of \$2700 did not include the cost of the software (\$1200.) that was included in the original computers. We have been amazed at the increases in all costs in the few months since we originally costed.

*Budget
\$ 3300*

*Actual
\$ 2681.12*

systems administrator