

September 20, 2011

Update for AIS Slides and Digital Programs, and Photo Contest positions.

For all of the following key operating areas of AIS, will the Chair of each position send me briefly the following:

1. Current software using for data storage/operation (Word, Excel, Quickbooks, whatever). Do you have a backup for your software? If so, what is it?

Software currently used is Word, Excel, Power Point (all 2007 Office purchased and owned by AIS), Ulead for VHS to DVD. All other software is privately owned. There is no backup for it.

If your files and data are not computerized, how are they organized and do you keep duplicate paper copies somewhere?

There are 3 slide programs in individual binders that continue to be popular and one set of those are in our safe deposit box at our local bank as a disaster plan, designated as property of AIS. A set of all slide programs (retired or not) were sent to the AIS Librarian this year (2011).

2. Do you currently have another storage site/mechanism for your area's information and describe it. This could be as simple as keeping AIS records on a separate memory stick or CD that you keep at your house.

Backup is done in three ways: (1) An external hard drive; (2) online FTP program to a designated AIS file and (3) all important program or project copies go to the AIS Librarian.

3. Do you use John Jones' FTP system? If so, how often do you load new updated data?

Yes. All information is uploaded to the FTP system the day it is updated. Old information is immediately deleted.

4. Do you have another person designated as a backup for you should something happen to you?...For Example, Cheryl Deaton is my backup as Treasurer and has the passwords and bank account information for access to AIS in the event of an emergency... If you do not currently have someone else as backup, please look for one between now and the Nov Board mtg.

Because everything is on the AIS FTP site with John Jones, Tom Gormley and Kelly Norris all having access that seems sufficient. A copy of all power point programs, and DVDs, I have created or copied continue to be sent to the AIS Librarian. This position does not seem critical to have another person as backup, most all the work has been accomplished (thanks to Rita and her encouragement); it is now a matter of maintenance and sales.

5. How often do you update your master files of information? For example, does the MemSec update the membership database each month, bi-monthly, quarterly?

Financial records are updated monthly. Other projects are backed up on the disaster plan files as updated or created. Old files are deleted.

6. Please suggest what you think would be a good backup plan for your area that could be implemented no later than 6 months from now.

The FTP disaster plan website has worked out quite well and since all programs are sent to the AIS Librarian there are no suggestions at this time.

7. Estimate any costs of implementing your area's backup plan.

Membership Secretary

Storefront

Registrations

Affiliations

Exhibitions

Awards

Recording Secretary

Iris Programs--Slides and CDs -- None

Photo Contest -- None

Judges

Library

Submitted to Jill Bonino, AIS Treasurer

By Janet Smith, Chair