

# EEC IT Summary

## 1 Overview

This document is a summary of the Eatontown Environmental Commission (EEC) Information Technology (IT) capabilities.

There are two Github repositories and associated wikis. One repository is for the EEC in general and the other repository is dedicated to the pollinator garden challenge.

There are three Google groups, i.e., one is externally facing for general EEC outreach, one is internally facing for EEC information exchange and the third is for the pollinator garden challenge.

## 2 EEC Repository

**Purpose:** This repository is used to store minutes, yearly reports and other publicly available information from the EEC. The associated wiki contains general information concerning the environment (many external links) and a side-bar with news announcements related to the EEC as well as external organizations.

**Issue:** Do we want to store our site reviews? **Resolution:** The solution is to append site review comments to EEC minutes.

**Access:** Read access is for everyone. Write access is currently limited to the repository manager but this could (should) be extended to other EEC members interested in helping with management of the repository.

### Links:

- Repository: <https://github.com/sfratini33/eatontown-environmental-commission>
- Wiki: <https://github.com/sfratini33/eatontown-environmental-commission/wiki>

## 3 Pollinator Garden Repository

**Purpose:** This repository is dedicated to the pollinator garden challenge (hosted by the EEC). The main usage of this repository is the associated wiki which has general information about pollinator gardens, and a “hall of fame” for the various participants in the challenge. We also have a sister city in France.

**Issue:** Do we want to expand the repository to include other nearby towns? This is a workload issue and it would help to have additional wiki editors if we decide to include other towns.

**Access:** Read access is for everyone. Write access is currently limited to the repository manager but should be expanded if we include other nearby towns in the challenge.

### Links:

- Repository: <https://github.com/sfratini33/eatontown-pollinator-gardens>
- Wiki: <https://github.com/sfratini33/eatontown-pollinator-gardens/wiki>

## 4 EEC Internal-facing Google Group

**Purpose:** This Google group is used for internal communication among EEC members and other interested parties (e.g., people who regularly attend EEC meetings). The discussions are limited to exchange of general information about the environment and other EEC business (but not site review comments).

**Access:** All EEC members and interested parties (upon request) have access to this group. The group members will receive all emails sent to the group address and may respond to emails. All EEC members are at least at the Manager level (can add and delete people from the group).

**Links:**

- Group URL: [https://groups.google.com/g/eatontown\\_env\\_com](https://groups.google.com/g/eatontown_env_com)
- Group email: [eatontown\\_env\\_com@googlegroups.com](mailto:eatontown_env_com@googlegroups.com)

**Warning:** there are underscores in the group name, i.e., eatontown\_env\_com.

## 5 EEC External-facing Google Group

**Purpose:** This Google group is used external-facing EEC business, e.g., as a contact address for flyers related to EEC activities open to the Eatontown community. The intent is to also list this email on the Eatontown borough's web page for the EEC, with a note that the email can be used to send comments and questions to the EEC.

**Access:** Only EEC members have access to this group. The group members will receive all emails sent to the group address and may respond to emails. All EEC members are at least at the Manager level (can add and delete people from the group).

It is possible send emails from this group address:

- Go to the Group URL (listed below)
- Click on "+ New conversation" at the upper left of the page
- Select the pull-down menu from the "From" field at the top of the email, and then selection the group address.

**Links:**

- Group URL: [https://groups.google.com/g/eatontown\\_ec/members](https://groups.google.com/g/eatontown_ec/members)
- Group email: [eatontown\\_ec@googlegroups.com](mailto:eatontown_ec@googlegroups.com)

## 6 Pollinator Garden Challenge Google Group

**Purpose:** This Google group is used to send information to members of the pollinator garden challenge, for members of the pollinator garden challenge to ask questions, share general information on pollinator gardens, or provide updates on their gardens.

This is an internally focus group. For outreach to non-members (e.g., requests to the community for additional members), there is another email address (which is essentially an alias that is mapped to the email address of the current manager of this challenge, i.e., Steve Fratini). The email is [EatontownPollinator@outlook.com](mailto:EatontownPollinator@outlook.com).

**Access:** All members of the pollinator garden challenge are members of this group, and will receive all emails send to the group email address.

**Links:**

- Group URL: <https://groups.google.com/g/eatontown--garden-challenge>
- Group email: [eatontown--garden-challenge@googlegroups.com](mailto:eatontown--garden-challenge@googlegroups.com)

## 7 EEC Facebook Page

**Purpose:**

**Access:**

**Links:**