Web communication Committee June 7, 2017

Present: Fred Steinberg, Michael DeChiara, Susie Mosher. Jamie Malcolm-Brown

Fred called the meeting to order at 6:09. We started with the agenda item Planning the June 21 training session.

We’ll need the computer projector. Susie will check in with Becky about the cable needed to connect a computer to the projector – which/whose computer?

We’ll explain the necessity to upgrade. Susie will review the website processes committee members can use: Log in, posting minutes, using the fillable template for posting meetings, using the calendar. As we mentally walked through each of these steps, we made some suggestions to improve or clarify the process. There will be some links put on the Meetings drop down menu that will make it easier to find the tasks.

Fred changed the time-period for the calendar notifications to three days before a meeting date. This may be of benefit to committee chairs who might notice if they forgot to post a meeting and they will still have 48 hours to post in time. In the future, we can put in an auto send to let a chair person know the posting for their meeting was completed.

The committee looked at the format we are using for each committee webpage. During the launch training Jamie will walk through the webpage features and editing steps. There is the main box on the right that our committee administrators will be able to edit through the contact page, etc. The committee contacts will be hyper-linked. This box will have member names, email contact, and minutes for that specific committee linked. Committees can have a second box with highlighted links unique to their group. The body of the page can be edited by members of the individual committees.

We will not cover all the aspects of the website that will be available. We’ll roll out more pieces, such as using the home page bulletin board, in the coming year. We can set up the easel nearby to write down questions or suggestions that we will follow up on later.

The migration to the new Drupal had some glitches so Jamie had to re-import to the upgraded v.8. We discussed the contacts page and he has fixed it so any person’s contact card can list membership on multiple committees and be identified as the contact person only where appropriate. Now that the process has been smoothed out, Susie will take responsibility to input the data from the elected and appointed lists.

Michael will import the minutes to the new site, either using a zip file, or if possible, Jamie will get the information to Michael without having to download/upload each file.

Once the site is ready, web communication member need to explore it and catch any trouble spots.

Susie will send out a printed and electronic announcement to all committees inviting any and all people to come to the training.

We approved the 4/5/17 minutes with a few edits. The meeting was adjourned at 7:03