

#### 4/24/2013 Web-site Committee minutes

Attending: Bob (web-master), Carl (co-chair), Sally, Onawa (The Step Group), Anne (Alt. Delegate)

The meeting was spent re-evaluating materials that were sent to the Handbook/ Guidelines Ad-hoc committee. We are clarifying definitions of the web-site, web-master, committee, and committee chair. Carl will type up a 1<sup>st</sup> draft of the definitions for the site, and web-master for review at next month's committee meeting. Some thought that evolved during our discussion, was that the roles/responsibilities of committee chairs are not offered within the handbook and that this may be helpful guidance for new committee chairs. We are planning to offer that direction to the handbook committee for consideration of inclusion for the web-site section.

Our next committee meeting will be May 22, 2013 7pm 474 Pleasant St. Holyoke, Ma

(note: this is a five week month, so the meeting is not on the last Wednesday.)