

4/23/2014 Web-site Committee minutes

Attending were the Webmaster (Bob), Chair (Carl), The Step Group (Ed), The Cold Spring Group (Gary), (Somerville GSR) Jenny, Mark (Alternate Delegate). There was a visitor from The Step Group as well. My apologies for not recalling his name just now.

We reviewed the second draft new representative introduction letter. This generally looked good. There were a few suggestions to incorporate. Ed will make a couple minor correction and forward via e-mail to Carl.

Last month we reviewed the presentation of the written instruction for the backup tutorial. We agreed that it looks good but, but that some screen shots incorporated into the text will be helpful. Bob will do this and bring a copy to the committee for review. (This was tabled until next month)

Previously copies of the Area11 website pamphlet were handed of for committee members to review and make notes for further discussion and development of something similar for Area 31. This was discussed, and those interested committee members will create ideas for 1st drafts. We will review each proposal and combine the various ideas into an initial working draft. This will be ongoing for a while.

There was discussion along the lines of; Is there a need for a "release form"/ "consent form" for materials being submitted for use on the website. (such as artwork, written material) Carl will contact GSO for any collective experience. We will then readdress the subject.

The topic of an Alternate/ Backup Webmaster came up again. The committee decided that there was a need. We will work on the details and logistics of this responsibility starting next month.

Our next committee meeting will be May 28, 2014