

January 23, 2013, 7:00 p.m.
474 Pleasant Street, Holyoke
Website Committee monthly meeting

Present: Sasha (chair) Carl (co-chair), Bob (webmaster), Sallie, Bev (Cold Spring Group), Anne (alt. delegate)

Proposed agenda:

- ⌚ Continue working on the mission, vision, guidelines
- ⌚ Finances – check in
- ⌚ Email addresses update
- ⌚ Adding material to the site – WMYPAA, eg
- ⌚ How each committee might want to use the site – Grapevine & Archives could list anniversaries where the boards need to go, for instance. Everyone’s minutes.
- ⌚ Agenda for the next meeting (Feb. 27, 2013)

Area 31 email addresses

Bob reported that 11 out of 21 committee chairs, DCMs, and officers are already using the new accounts. He hasn’t sent out the instructions on how to sign up for them yet but will do so.

Use of the Site

There is a list of possible content to be posted to the site, as requested by various committees. For instance, archives wants to add photos of their boards and list their upcoming commitments, District 3 wants to post the number of meetings/groups in its region and a photo representing the beauty of their district, and PI wants links to specific pamphlets on GSO. Carl has the complete list.

We agreed that at the Area committee meeting, the person making a report will be sure to remind everyone that if they want to add or modify items on their page, they should the chair, co-chair, or webmaster by end of the meeting, or send them an email. The committee will discuss their next committee meeting.

Meanwhile, the committee needs to prioritize these tasks and set a timeframe. There is something to do on our site every day. This discussion led into a discussion about sharing the website maintenance tasks.

Assistant or Alternate Webmaster

As the webmaster has a backlog of requests that he is trying to take care of, the discussion turned to him giving another person or people the ability to update the website’s content. This could be creating another position, say, Alternate Webmaster or Assistant Webmaster position, or simply giving the chair and possibly co-chair editing ability.

The idea is to share the work and also the responsibility so that the webmaster is not the only person responsible for the content. We want to be cautious and thoughtful about protecting the site, but also think ahead and prepare for any eventuality. The proposal was made that the chair and co-chair will be allowed access to help update the site and cover for the webmaster when he

is unavailable. The webmaster would still in charge of the site, overall; assigning someone to edit the pages is not the same as carte blanche.

After some discussion we saw that we weren't ready to approve the proposal so we agreed that the webmaster will work on the backlogged requests to the best of his ability for now.

Content

Various questions arose about website content.

-- For instance, would GSO be okay with us linking to their pamphlets? (The webmaster will ask GSO.) Or, what happens to the old minutes? Will there be an archive? And what do we do with personal names on the minutes and other reports? So far we're letting the committees decide whether to include first names or just the person's title (such as, "chair.") What constitutes good committee minutes? They will be there in public, representing our area, do we want to have some standardization?

-- The goal is to be able to upload a committee's minutes, say, in one step. Right now it's a little more complicated.

-- If the webmaster comes across questionable materials, he will bring it to the website committee. We discussed the hearing-impaired meeting list, and whether this should be on the site (on the accessibility committee page?). Where does it belong?

-- The Area handbook is not at this time on the website. Anne will send a digital copy to Bob to upload.

-- We discussed bringing the projector to an Area committee meeting and demonstrating the site. We can also send an email inviting people to submit content or requests for content to the webmaster.

Finances

The annual renewal of the site is the end of March. The treasurer is now able to make this happen directly, so the cost doesn't need to be on the webmaster's credit card any more.

We adjourned at 8:21 p.m.

Respectfully submitted by Sasha.