

5/22/2013 Web-site Committee minutes

Attending: Bob (web-master), Carl (co-chair), Sally, Onawa (The Step Group), Sarah (The Step Group), Mark (Area Chair)

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. We refined the 1st draft of the definitions for the site, and web-master. A 2nd draft will be brought to the committee next month. We also discussed materials presented to the Webmaster for inclusion on the site from WMYPAA. Going forward we will finalize the draft for definitions of the web-site, web-master. We will then proceed with definitions of the committee, and committee chair. Our next priorities in order will be to establish policies/procedures for submission of materials to the site. Once finalized this will be brought before the Area Committee for approval. We will then focus on tutorial for the purpose of assisting the Webmaster. Our next meeting will be on 6/26/2013 7pm. 474 Pleasant St. Holyoke, Ma