

## 7/24/2013 Web-site Committee minutes

Attending were the Webmaster (Bob), Co-chair (Carl), Christine WMYPAA

Christine came from WMYPAA Committee to gather information on the Website Committee. They are looking at changing their bylaws to include a representative to the website committee. We spent the time to review the history of the formation of the committee, as well as bringing her up to date with the committees work so far. There was also some discussion as to the possible roles that a representative could take.

Afterword there was some discussion brought forward by Bob as to changing the committee's e-mail address to make it read the committee as opposed to the committee chair which will bring it in line with the addresses of the other committees in that area. There was talk as to how to make this a seamless transition. It was decided that this was a good idea, and will be followed up on.

We did a little work on the committee description for the handbook. Sally was unable to attend, and we decided to wait until next month when she will bring a draft to work on.

We would like to ask that when submitting reports for inclusion on the site that the committees and officers please edit the materials prior to submission for tradition concerns such as last names etc. This will help the Webmaster with providing a timelier posting, and will help in sharing the work load that this creates. Thank you. We also, we encourage all committees and officers to look at their pages and help with content so as to make this a fuller representation of the message that we wish to carry as an area.

The next priorities for the committee after the handbook submissions will be in order.

- 1) Policies/ criteria for materials being submitted
- 2) Tutorial to assist in back up to the webmaster

The next meeting will be August 28, 2013