

Dec 23rd, 2015 ~ Website Committee Meeting

Attending ~

Chair (Mary), (Co-Chair) Sally, Webmaster (Bob), and Terri (incoming Co-Chair)

November Minutes were reviewed ~ accepted

Feed back from groups ~ no attending reps this month

Visitors ~ None

Old Business ~

1. Bi-Lingual – (No attendees)
2. A folder (RED) including Drupal, control panel passwords and e-mail re-sets, etc., along with information on how to use them was created by the Webmaster and passed on to the Website Committee Chair. A folder will also be passed on to the Area Chair to have available in case of an emergency.
3. A copy of the Website Pamphlet was uploaded to the Website for viewing and downloading as needed.
4. Area Handbook ~ discussion continues about when and how the Area Handbook will get posted on the website.

New Business ~ 2016 Agenda Items

1. Mobile Site Capability → Drupal
2. Continue Bi-Lingual (Website and Pamphlet)
3. Tradition 8 Payments to Webmaster
4. Area Handbook ~ How and when it will get posted, and how to handle & track changes once it's live

*Other info ~

**January (Area Meeting) ~ To enhance awareness of the website, and ease the use of it, a list of e-mail addresses and access instructions will be provided to all the new Area Officers, DCM's, and Committee Reps ~

Closed with the "I Am Responsible

*Next Meeting will be Jan 27th@ 7:00PM

Thanks you all for this opportunity to be of service and for all of your patience and tolerance as I was learning ~

With appreciation and deepest respect,

Mary M.