Communications Committee Minutes

Date: 10/7/20

Time: 4:00P EDT

Zoom Video Conference

Topics Discussed:

1. **Team Introductions**: Brian Kennedy (AZ); Cindy Fulton (WY); Grant Bishop (WV); Mike Page (ES)

2. **Action-Tasks for Domain Transfer doc**
   Committee discussed the above-named document and how the team could work together to finalize the new website for domain transfer. Example assignments were discussed.

3. **Notification to membership/industry email**
   Committee discussed sending an email to membership and industry alerting them to the new website changes. Also, placing a notice on the old website alerting visitors that the new website is scheduled to change on **November 1, 2020** (deadline for domain transfer).

4. **Long-term projects**
   a. Documents Library organization – the largest long-term project is reorganizing the numerous documents archived in the Documents Library. The questions before the committee is how to do this. Currently, this is accomplished by year. However, that may not be the best way to archive some of the documents under this section. Other ideas include by subject/topic or issue.
   b. Building search functions – search functionality is the highest goal of the committee and will require significant time and effort to accomplish. The committee discussed briefly how search functions can be implemented – using a "plug-in" in WordPress and restricting the search to the website only. This may require renaming documents on the website (reorg discussed above) to simplify search functionality.

5. **Alternate webmaster!**
   Currently there is only one web administrator who has access to the website. Alternates are needed. Current committee members can be provided access to the website. In an effort to provide site access, Mike stated his intention to develop Standard Operating Procedures (SOPs) that will allow newcomers to gain administrative access rights (access codes, customer numbers, etc.) to the website. SOPs will also

include "How To" procedures for making changes to the website, posting, and updating documents and announcements, and initiating cosmetic changes. WordPress tutorials will also be made available to train budding website administrators.

6. **Conclude –** ended meeting 4:42PM EDT.