

## ACA Monterey Bay Web Committee Meeting - 2/3/22

Evie, Rebecca, Carol

### Discussion:

1. Draft web person job description (see separate document)
2. Draft web committee charter (see separate document)
3. Communications about postings requested (flyers etc) sometimes require extra work and multiple emails before the material is available in the required PDF format. Excel spreadsheets, Word and Pages etc. documents are not acceptable. This protects them from being downloaded and modified. We discussed creating a web form (which could be sent automatically to [mbacaweb@gmail.com](mailto:mbacaweb@gmail.com)). The form would include guidelines:
  - a. Flyers, minutes, committee reports, charter and other documents must be submitted in PDF form;
  - b. Zoom meeting changes: Requestor to send the whole zoom invitation, including the link, password and dial-in access information. Meeting number and password alone are not enough.
  - c. Meeting information is submitted by meetings; all else from IG or IG committees
4. Evie demonstrated creating a new meeting listing.

### Future meetings:

5. We meet 1<sup>st</sup> and 3<sup>rd</sup> Thursdays, 2-3pm. Next meeting Feb 24 since Evie is out of town Feb 17.
6. Topics for February 24 and other future meetings (to be prioritized):
  - a. Webmaster job description
  - b. Web Committee charter / purpose
  - c. Who will routinely check [mbacaweb@gmail.com](mailto:mbacaweb@gmail.com), make updates, respond to requestors? Method for archiving completed requests/recording changes?
  - d. Review of Staging site
  - e. Other documentation to support continuity
  - f. Home page design change ideas and feasibility

Minutes by Carol G. 2/21/22