ACA Monterey Bay Web Committee Meeting - 2/24/22
Evie, Rebecca, Carol

Discussion:
1. Reviewed and approved Draft web person job description with 1 change
2. Reviewed and approved Draft web committee charter
3. Evie will send both drafts to Shari, IG Chair, for submission to IG
4. Discussed what to include in IG posting request (see Web submission request form document)
5. Evie demonstrated creating a new event for the upcoming Intergroup meeting, including a hyperlink for the meeting and the meeting agenda. We discovered Events Pro plug-in is apparently not currently installed, but needed for setting up a recurring event such as monthly Intergroup meeting. Evie to follow up.
6. All 3 of us will be at the Saturday IG meeting.

Future meetings:
7. We will meet every 2 weeks. Next meeting March 10.
8. Topics for March 10 and other future meetings (to be prioritized):
   a. Webmaster job description – if any changes requested by IG
   b. Web Committee charter / purpose – if any changes requested by IG
   c. Demo Events Pro plug-in; set up future IG meetings
   d. Begin development of Web Request Form
   e. Who will routinely check mbacaweb@gmail.com, make updates, respond to requestors? Method for archiving completed requests/recording changes?
   f. Review of Staging site
   g. Other documentation to support continuity
   h. Home page design change ideas and feasibility

Minutes by Carol G. 2/24/22