ACA Monterey Bay Web Committee Meeting – 3/2022
Evie & Carol met 3/10, 3/17 and 3/24/2022

Demo / site updates
1. 3/10
    a. Re-added Bonfire meeting; we decided to store meeting contact email in the private portion of the meeting description in case we need to follow up with someone
    b. Added Treasurer's report which required creating a page for 2022 (Dashboard/Pages)
    c. Evie created a user ID for Carol with Editor role (to initially be used as a student driver under Evie's supervision)
2. 3/17 (demo only)
    a. Created event for April 10 speaker meeting, including flyer; flyer is included in Event Calendar and also added to 'Front Page' so it is visible on the home page.
    b. We observed that the hyperlinks in the flyer do not work on the 'Front Page' view but do work when opening the flyer from the event calendar.
    c. We made an effort to make the event easy to get to, including the meeting password and hyperlink at the top of the description, using colors to make them noticeable.
3. 3/24
    a. Reviewed Literature Order form as a segue into creating a new Web Request form; made some legibility improvements.

Discussion:
1. 3/10: The WordPress plug-in purchased earlier was Tickets Plus; we will need Event Calendar Pro to be able to if we want to partially automate recurring events (quarterly speaker meetings).
2. 3/24: Reviewed and approved Draft web request guidelines and form contents
3. Evie will begin work on a Web Request form based on our draft material
4. Evie will present the Web Request draft to IG on 3/26 as part of the committee report (note: we have not presented the draft web person job description or web committee charter)

Future meetings:
5. We will have a regular meet every 2 weeks. Next meeting April 7 at 2:00pm.
6. Topics for 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. Make any needed improvements to Web Request Form
    d. Who will routinely check mbacaweb@gmail.com, make updates, respond to requestors? Method for archiving completed requests/recording changes?
    e. Review of Staging site
    f. Other documentation to support continuity
    g. Home page design change ideas and feasibility

Minutes by Carol G. 3/25/22