



WEBSITE SUBCOMMITTEE

NOTES

March 5, 2025 @ 11AM PST / 2PM EST

Attendees: Joe Calogero, Tina Mattison, Dawn Palermo, Roger Rand, Tee Ryan, John Thomas, Jeffrey Tsunekawa, Angie VanSchoick, Creadell Webb

1. Welcome
2. 2024/2025 Website Projects
 - **Document Library** – John and Tee gave a detailed up date on the status of the Document Library. There were some technical roadblocks at the end of 2024, but those issues have since been resolved. After making the way through a lot of the project, there were a number of documents identified that need to be accessed by the full board, such as CORE presentations, strategic planning work, etc. A lot of these currently reside in Box. The Officers decided to authorize work to create a separate space for these types of documents, as part of the larger project.
 - **Broken Links, Dupe Pages and 404 Errors Report** – The original error report contained 146 errors to fix. Dawn, Erin and Jeffrey have been working on it and are down to 32.
3. Old Business/Standing Agenda Items
 - a. None
4. New Business/Areas Needing Updates:
 - Upcoming Conferences Updates – Jeffrey needs 2026 and 2027 confirmed dates and locations from the Board.
 - Call for Proposals – outdated information needs to be taken down.
 - Strategic Plan – there are currently 3 different versions linked on the same page.
 - **NEW:** Roger suggested the creation of a Governance subpage, which would house our main governance documents like the Bylaws, Ops Manual, Strategic Plan, etc. The group liked the idea. Jeffrey will pursue.
 - **NEW:** Creadell suggested looking for any content that may be linked or posted as a duplicate and remove multiple postings, to prevent multiple updates later.
 - **NEW:** John suggested updates to the home page, particular what is above the fold. The homepage hasn't had a refresh since it was initially updated many years ago. Jeffrey would like to get feed back from the whole Board since this is one of the most important components of the site. After the Document Library is complete, John will mock up some ideas.
 - **NEW:** Roger noted that the "Question of Ethics" page is not being updated correctly. There have been some that have been completed that haven't been posted. Dawn and Jeffrey will follow-up.

5. Next Meeting:

The next meeting will be April 2nd. Jeffrey is looking for someone willing to facilitate the May 7th meeting.

Future Meeting Dates:

April 2 (*Jeffrey's Birthday*)

May 7 – need a facilitator

June 4

July 2

Thank you for your time!