



WEBSITE SUBCOMMITTEE

Minutes

December 4, 2024 @ 11AM PST / 2PM EST

Attendees: Joe Calogero, Erin Carr, Dawn Palermo, Roger Rand, Scott Stevens, Mae Swisher, John Thomas, Jeffrey Tsunekawa

1. Welcome

2. 2024 Website Projects

- Document Library – With the recent delays, we are targeting full completion of the project by the NACM Midyear Conference, Saturday, February 8th, so the Board can review at their Midyear Board meeting. John is hoping testing can be conducted in early January. Erin and Roger volunteered to help with testing. The Multnomah team said they would help depending on workload at that time.
- Broken Link, 404 Errors and Duplicate Pages Report – John will run a fresh report based on a tool he's installed on the WordPress site. Dawn and Erin volunteered to assist Jeffrey in working through the report.

3. Old Business/Standing Agenda Items

- a. Updating Member page with the input of membership committee – Jeffrey will enlist feedback from Membership Committee on possible update ideas.

4. New Business:

- Text Messaging Service – Jeffrey and Erin reviewed the information that Erin researched on using text messaging with our current iContact platform. There were still a lot of unknowns about what the text messages would be used for and other logistics. Roger will take back some of the preliminary information back to Courtney and the Board to see if the Website Subcommittee needed to take any further action.
- New January Meeting Date - January 2nd, 2:00 EST

Future Meeting Dates:

January 2 2:00 EST

February 5

March 5

April 2

May 7

Jun 4

Thank you for your time!