**WEBSITE SUBCOMMITTEE**

Minutes

April 3, 2024 11AM PT / 2PM ET

Chair: Jeffrey Tsunekawa

Attendees: Roger Rand, Mae Swisher, Joe Calogero, Tom Hathaway, Rick Pierce, Creadell Webb, Angie Vanshoick, John Thomas, Erin Carr, Kelly Hutton

1. Welcome – Roger

2. 2024 Website Projects

* CORE Champion Landing Page – request for design enhancement
	+ Task was to dress up the Core Champion Landing page. This task was completed and launched.
* Website Conference Page(s) Redesign (Multnomah)
	+ Tom added code to the conference site that allows us to copy links that will take us directly to the individual tabs on the conference page. Tom will push this change into production. Tom shared his screen and showed us where the links are located and how they need to be updated each time a conference page goes live.
* Document Library Proposal
	+ Site storage warnings. John said that he’ll look to see if there are any files that can be removed.
	+ John will investigate options for a document library and also determine if he can complete this task within the remaining maintenance hours. A third-party document library will have a subscription cost. Joe Calogero shared that the existing resource spreadsheet has less a thousand documents and links. John will triple that amount when getting quotes for third party document libraries.
* New/Enhanced Webinar Page
	+ John said he understands this request. He asked if we had webinar resources for the existing webinars. He was told that we would be able to pull together resources for the last couple of webinars but we’d like space for resources to be available on the page. The request is for a video preview window with the title of the webinar and a list of document and website links that were shared as resources during the webinar to be uniformly placed next to the video preview box. The last year of webinars should be visible on the webinar page. The remaining webinars can be on an archive page. There should be a separation or notation that shows which webinars are sponsored webinars. Erin can provide John with links to the webinars in Vimeo.

3. Old Business/Standing Agenda Items

* NACM Annual Conference – July 21-25
* Future Projects
	+ Member Portal Landing Page
	+ Mentor Program Landing Page
	+ Join Us / Dual Partners

4. New Business

 No New Business

5. Meeting adjourned at 11:27AM PT / 2:27PM ET