**WEBSITE SUBCOMMITTEE**

Agenda

May 1, 2024 11AM PT / 2PM ET

Chair: Jeffrey Tsunekawa

Attendees: Mae Swisher, Roger Rand, Cassie Bradshaw, John Thomas, Scott Stevens, Joe Callogero, Tom Hathaway, Tina Mattison, Tee Ryan, Greg Lambard

1. Welcome and approval of April Meeting Minutes: April minutes approved.

2. 2024 Website Projects

* Document Library Proposal
	+ Proposal from Always Be Creating – John/Tee - RECORDED
	+ Location of Document Library
		- Can store in Google, Box, or Amazon – we would use an API to access the library and it would not require a password for the user.
		- Committee Pages – We can go to the library and have it automatically show on the committee page. We can sort where the documents are going on the back end.
		- You can input external links as well.
		- Drag and Drop capability.
		- This is custom development for NACM
		- Storage fees for Google and Box will be separately maintained.
		- Multnomah Team will provide feedback on proposal.
		- Recommendation will be emailed to Rick/NACM Officers
* New/Enhanced Webinar Page - John
	+ Task to Tag older videos with titles, speakers, date
		- John to send Roger and Scott a spreadsheet of videos that need tagging, and what information needs to be tagged.
	+ Task to categorize webinars
		- Suggestion – drop down will filter sponsored, CORE related webinars
	+ Videos will remain on YouTube or Vimeo
		- Paid videos will take people to the NACM Store
		- Upcoming Webinars – it was decided to show all upcoming webinars. Communications should send Erin all upcoming webinars and dates for the website.
		- Add link to upcoming webinars to register from the web site.

3. Old Business/Standing Agenda Items

* NACM Annual Conference – July 21-25 – Reminded people to register
* Future Projects
	+ Member Portal Landing Page
	+ Mentor Program Landing Page
	+ Join Us / Dual Partners
* Communications Committee
	+ Committee Update or Tasks for us - Not covered
	+ AI Guide Update – not covered

4. New Business

 Open Discussion – not enough time

5. Meeting adjourned at 3:02 Eastern.