**WEBSITE COMMITTEE**

**MINUTES**

**August 2, 2023 @ 11AM PT / 2PM ET**

**Attendees**: Jorge Basto, Joe Calogero, Erin Carr, Tom Hathaway, Kelly Hutton, Tina Mattison, Dawn Palermo, Kent Pankey, Roger Rand, Kelly Steele, John Thomas, Jeffrey Tsunekawa, Creadell Webb, Angie VanSchoick

1. **Minutes from July 5, 2023** – *Approved*.
2. **Welcome and Introductions** – Everyone was welcomed. Jorge and Creadell were welcomed to the group.
3. **Overview of Website Committee** – Jeffrey gave a brief overview of the charge of the committee and major work to focus on in the next year.
4. **Old Business/Standing Agenda Items**
   1. Change Requests
      1. *Signature Block Templates* – This has been accomplished for Board members. Thanks to John for the detailed instructions.
      2. *Advertising Blocks* – This has been accomplished and John created ads for the CORE and CORE Champion. A meeting is set for Thursday to discuss potential advertising in the ad space.
   2. Update on New Website Maintenance 2024 – Jeffrey gave an update that the Board was presented with several proposals by private entities for doing a major overhaul on the NACM and CORE sites. Unfortunately, no action was taken due to lack of funding. Attendees were encouraged to send possible grant funding opportunities for Jeffrey to consider.
   3. In the News – Jeffrey needs to communicate via Basecamp the “NACM Spotlight” name for this section and get clarification on how to create new posts.
   4. Committee Pages and Resources – The Multnomah team is currently working on the committee page template.
5. **New Business**
   1. Moving the NACM Core Site – John Thomas spoke to the benefits and challenges of integrating the NACM CORE site into the nacmnet.org domain. It makes sense and in the long run will reap cost savings. He projected it would cost around $8,000 and will provide a real quote for the Board to consider at their next meeting. If the Board moves on it, we will need to revise our requests for quotes originally sent to vendors.
   2. New Instagram Feed on Homepage – The Twitter feed on the homepage was replaced with NACM’s Instagram feed. Discussion followed about the creation of a photo gallery. NACM used to have one years ago, but it was taken down because of concern of members holding alcoholic drinks. There were suggestions about tying it to our Box account, or Flickr or the conference app. It was also suggested to have it on the homepage. These options will be explored and discussed more at future meetings.
   3. NACM Calendar Suggestion – there has been several suggestions recently about having a main calendar for all NACM events. We previously had something similar, but it seems beneficial. This would contain everything from committee meetings to webinars and conferences. Roger said this hasn’t been successful in Multnomah. This needs to be further discussed after the NACM Spotlight section is updated.
   4. There was brief discussion the security of the website after there were a few robot posts in the Host signup. A Captcha function was inserted which solved the problem. John reassured the group that our current website hosts have reliable security measures in place, and ACGI should as well.