**National Association**

**for Court Management *Strengthening Court Professionals***

**WEBSITE COMMITTEE – Meeting Minutes**

**October 5, 2022 @ 2:00 p.m. ET**

Chair: Roger Rand

[Committee Page](https://nacmnet.org/committees/standing-committees/communications-committee/website-subcommittee/)

1. Review and Approval of minutes from September 7, 2022 Meeting.
	1. Approved
2. Change Requests (Roger)
	1. Conference Page Update

This will be on the agenda in November. This is under update is being worked on.

* 1. Membership Change Request
		1. Change request completed by Tom Hathaway.
	2. CORE Change Request
		1. Roger to set a meeting with Kelly and Erin to discuss editing the page and getting exact instructions on what she’d like done.
1. Email Concerns/Issues
	1. Court Express
		1. Current issues in archive?
		2. 2022 issues were not present - resolved
	2. Search Function
		1. Larger problem at play. About 3 weeks ago Howell did a theme update. WordPress uses plug-ins and NACM uses a lot of plug-ins. When Howell did the theme update it broke a lot of our plug-ins. Search and Mega Menu issues have been identified and have been brought to Howell’s attention.
		2. Howell appears to be working on this and charging this toward our 5 hour monthly maintenance. Shouldn’t Howell be checking the site after they make major updates.
	3. Pop up on Membership Directory
	4. Erin, Jeffrey, and Roger will meet with Howell to discuss not billing us for issues related to the theme update. We will also discuss communication when changes like this happen in the future and we want to discuss a regular meeting with website team members (Erin, Roger, and a developer) to discuss updates/changes/issues.
2. New Business
	1. Resolutions
	2. Kelly Steel – Provided power point suggesting changes to links. Committee approved changing link for conference videos from Video Gallery to Conference Videos. Roger will change this.
	3. Kelly found another issue. CORE Site: Subscribe to Core News email database is in a mail chimp account. We need to work with Mail Chimp. We need a valid email address for this to work. It’s currently registered to Kathy’s account. Roger to talk to Kathy.
3. Future Meetings

**Future Meeting dates.**

 March 1, 2023

November 2, 2022 April 5, 2023

December 7, 2022 June 7, 2023

January 4, 2023 July TBD at Annual Conference

February 1, 2023

**Thank you for your time and we look forward to working with you this NACM year.**

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