**National Association**

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

**WEBSITE COMMITTEE**

**September 7, 2022 @ 2:00 p.m. ET / Minutes**

Chair: Roger Rand

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

Attendees: Rick Pierce, Joe Calogero, Tom Hathaway, Roger Rand, Dawn Palermo, Mae Swisher, Kelly Steele, Erin Carr, Kenneth Pankey, Jeffrey Tsunekawa

1. Welcome and Introductions
Kelly will locate outdated items that need to be hidden or removed. Start under Resources
Not everyone on the subcommittee has access to WordPress, by design
2. Goals for 2022-2023 NACM Year
	1. Website Setup (Done!)
	2. Add/Change Form Created (Done!)
	3. New Conference Page
	The calendar widget can be unsubscribed and removed. The page will be replaced by a new conference page, likely built by Multnomah team, not Howell
	Conferences are important for NACM, and they generate money, so the conference site should look good
	Rick wants a consistent design across all pages/posts under conferences
	New conference page should be up by November 2, 2022
3. Website Overview (Roger/Angie)
	1. Nacmnet.org
	Link to website change request form may be added to site footer
	2. nacmcore.org
4. Committee Structure and Work Plan
	1. Working Committee
	2. Roles and Responsibilities
		1. Howell vs Committee
		Rebuilding conference page will be a time commitment. Jeffrey wants the web team to handle the design and implementation because we best understand NACM’s purpose and needs
		2. Developers vs Non-Developers
		Non-developers should update content. Developers should work on significant layout, styling, and architecture changes and resolve issues
		Mae wants the subcommittee to collaborate and communicate effectively so updates happen efficiently. Use the request form. Video call if needed
	3. Communication
		1. Email
		2. Monthly Meetings
		3. Change Request Form
5. Current Change Requests
	1. Conference Page
		1. Howell
		2. Removal of Calendar Widget
		Wait until we have a replacement in final draft mode before removing the widget
6. Future Meetings

**Future Meeting dates.**

October 5, 2022 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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