



WEBSITE COMMITTEE

Minutes

September 6, 2023 @ 11AM PT / 2PM ET

Chair: [Jeffrey Tsunekawa](#)
[Committee Page](#)

1. Attendees: Rick Pierce, Roger Rand, Kelly Hutton, Creadell Webb, Natalie Williams, Dawn Palermo, Joe Calogero, John Thomas, Kent Pankey, Tom Hathaway, Angie VanSchoick, Erin Carr.
2. Review and Approval of minutes from August 2, 2023.
 - a. Approved
3. Welcome
4. Old Business/Standing Agenda Items
 - a. Change Requests – *NACM CORE*
 - i. *NACM Board approved proposal from Always be Creating to move NACMCORE.org content to the NACMnet.org site.*
 - ii. *John Thomas said that he is provided a 3-4 week estimate to completion.*
 - b. Update on New Website Maintenance 2024 – *no update*
 - c. In the News – updated website to “NACM Spotlight”
 - i. Should be posting anything added to Posts in WordPress
 - ii. Posts should fall off after 30 day
 - iii. Social Media can post updates
 - iv. Add Crash – NACM Book Club Post to the NACM Spotlight. Erin will look into this.
 - v. Remove automatic entry in Spotlight of conferences and have it post the first day of conference registration.
 - d. NACM Calendar Suggestion – *parking lot item*
 - i. Suggestion that we do not pursue a site-wide calendar
 - ii. Suggestion that we add language to the New Committee Landing Page that directs people to click on the specific committee pages for the committee meeting schedule.
 - e. Committee Page Template – *Mae and Team*
 - i. **Project Scope**
 - **Current site and new vision**
 - **Design, development, and documentation hours**
 - ii. **Demonstration – Page Visitor Viewpoint**
 - **Committee and Subcommittee Templates**
 - iii. **Demonstration – Committee Chair Viewpoint**
 - iv. **Implementation Proposal**
 - **Training for committee chairs, implementation**
 - **Important for all chairs and vice chairs to attend training**
 - v. **Next steps**
 - **Will take 24 hours of work time to migrate new pages to existing production site.**
 - **4-8 hours of chair time to update pages and add resources**
 - **Roger recorded this demo and will send a copy to the board for comments.**

vi. **Questions:**

- a. **Some of the font sizes seem small. How do we request changes to template?**
 - i. **This was a demo and all font sizes are the same or larger.**
- b. **What about the style guide that is on the original site.**
 - i. **Style Guide won't move – stays where it is**
- c. **Posts – We should change either the committee post location or the NACM Spotlight**

5. **New Business**

Future Meeting Dates:

October 4

November 1

December 6

Thank you for your time!