

**INELA Website Committee
Conference Call
May 25, 2006**

SUMMARY

The committee met at 2:00 PM CST on Thursday, June 29, 2006 by telephone conference call. Interim chair, Carol Batterton, led the meeting. Members attending included: John Applewhite, Maria Friedman, Pam Varner, Rip Starr, Brooke Connor and Jerry Parr.

At today's conference call, John Applewhite, our website consultant, walked the committee through a demonstration of the new INELA website. The new website includes two components: a public side and a members only side that requires login. As the committee reviewed the demo website, we made the following observations and suggestions:

- The new website is “fast”, i.e. it moves from page to page very quickly.
- We should add a “Links” button on the public home page, e.g. link to conference registration, EPA website, etc.
- We should consider adding additional graphics on the public home page.
- Committee chairs should be encouraged to add teleconference times to the “Events” page. Anyone not on the committee can contact the committee chair for dial-in information.
- John Applewhite pointed out that we can add as much content as we want to the committee pages.
- There are more presentations that can be added to the “Presentations” page.
- We should add another button on the left side called “Tools for Accreditation” or “Accreditation Help Center” to contain all the tools we are developing to assist laboratories in becoming accredited.
- Only current standards should be on the web. We should also consider a redline/strikeout version to help labs know where changes have been made.
- We should add a live “News” button on the left hand side of the public home page with the most current information at the top.
- Jerry Parr should review the ClubExpress Terms of Use included on the website.
- On the Members Only Page, we should add a larger welcome banner and make it look different from the public home page.
- Hide the Documents page and the user manual.
- Add a Special Topics category to the Forum page which will include information on INELA and NELAC working together.
- Send an email and do a newsletters article to announce the new website and advise members to go to the Membership page and update their information.

We agreed that it would be best to wait to go live after the 4th of July holiday. John will make preparations and an email will be sent to all members advising them of the change. There will also be an article in the “News” box with additional information about the new functionalities of the website.

The committee also discussed the NELAC website and EPA’s plans to maintain it during NELAC’s self-sufficiency transition. Lara Autry of EPA has advised us that EPA will maintain the website while active self-sufficiency discussions are on-going and until a plan for succession can be developed. EPA will continue to post materials, but will not make any functionality changes to the current website. As INELA and NELAC are currently in discussion about combining organizations, we expect that a plan will be developed for maintaining the information on the NELAC website. Website Committee members are encouraged to consider the current NELAC website and think about what elements could be re-designed and what information from the current NEALC website should be retained. There will be additional discussion of this item as the self-sufficiency discussions develop.

The Website Committee will meet again by conference call on Thursday, July 27, 2006, at 2:00 pm CDT. At that time we will discuss plans for the Kansas City meeting as well as any items related to roll out of the new website. We will also begin discussions on SOP’s for electronic documents and conventions for INELA web information.